

NEW ADJUNCT HIRING CHECKLIST

HIRING PARTY:

APPLICANT INFORMATION		APPLICATION PACKET	
Applicant Name		<input type="checkbox"/>	Application
Telephone Number		<input type="checkbox"/>	Resume
Email Address		<input type="checkbox"/>	Cover Letter
Subject		<input type="checkbox"/>	Transcripts
Location			Date Completed:

ACTION	DATE COMPLETED
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APPLICANT REVIEW PROCESS

<input type="checkbox"/>	AVPAA reviews application and documentation in Paycom	
<input type="checkbox"/>	AVPAA evaluates qualifications and completes <i>Hiring Qualified Faculty Documentation</i> form and <i>Faculty Credential Evaluation Worksheet</i> and forwards to department chair	
<input type="checkbox"/>	Department Chair reviews materials and schedules interview and informs AVPAA of decision to hire and returns signed documents	
<input type="checkbox"/>	If hiring proceed to next step	YES/NO

HIRING APPROVAL

<input type="checkbox"/>	AA provides HR Office with <i>Approval for Hiring Adjunct Instructors</i> form	
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HUMAN RESOURCES/PAYROLL HIRING

<input type="checkbox"/>	HR sets up onboarding for approved instructor in Paycom and notifies the new-hire of the process.	
<input type="checkbox"/>	HR schedules an appointment with the approved instructor to complete the I-9 document	
<input type="checkbox"/>	HR/Payroll notifies AA when the applicant has completed all hiring requirements	

ACCOUNT CREATION

<input type="checkbox"/>	HR creates Faculty Master/Faculty ID in J1	
<input type="checkbox"/>	HR send Account Creation request to IT department (Faculty roles, Cowley email, Bb, distribution lists, Active Directory, etc.) and account information is sent back to Director of Distance Learning and academic department	

TRAINING/ORIENTATION

<input type="checkbox"/>	Tentative BlackBoard Training date:	
<input type="checkbox"/>	New Hire met with Program Lead/Department regarding curriculum/Textbooks	YES/NO
<input type="checkbox"/>	New Hire attended Adjunct Orientation	YES/NO
<input type="checkbox"/>	New Hire enrolled in Quality Matters (QM) training starting:	

ASSIGNING COURSES/ACADEMIC AFFAIRS REPORTING

<input type="checkbox"/>	Department and Academic Affairs determines Course sections to be taught and adds name to course schedule	
<input type="checkbox"/>	AA updates appropriate databases w/Evaluation schedule, Instructor credential database, etc.	