

Suggested Guidelines for Adjunct Faculty Recruitment

- Contact the Academic Dean or Department Chair with request to recruit for an adjunct faculty.
- After recruitment interviews and successful negotiation of the contract terms, send a letter/contract based on the provided template with the terms of the offer.
- Complete the Adjunct Payroll Request Form. Must have Dean's signature.
- Send candidate to HR to complete new hire paperwork prior to appointment.
- If candidate needs network access and email prior to the completion of new hire paperwork, the department will need to contact HR.