



HIRING PROCESS FOR ADJUNCT FACULTY

4/12/17

DESCRIPTION
1. Resumes are continually forwarded to Division Chair/Dept. Director as they come in. ALL RESUMES SHOULD COME TO CAREERS@NDC.EDU ...if a faculty member received a resume directly it should be forwarded to careers@ndc.edu
2. DC/DD screens resumes and invites top candidates in for in-person interview. Applicants who are invited to interview should complete an employment application and receive the CLERY notification.
3. DC/DD extends provisional offer to teach and should request that official transcripts are sent to Academic Affairs.
4. DC/DD should forward completed employment application and CV/resume of new adjunct to HR (Susan), Academic Affairs (Tabitha) and Finn Ctr. Admin (Alana) along with details on what courses/sections will be taught.
5. HR initiates background check with new adjunct. HR also enters new adjunct into CX and creates email address.
6. All adjunct faculty will be given the opportunity to take MT205 (Moodle training) and BP500 (best practices). <i>This is required for online adjuncts who are not able to begin teaching until they have completed both courses.</i> Finn Ctr. Admin (Alana) will coordinate the courses for the new adjunct. Finn will also notify DC/DD when adjunct has completed a course.
7. HR schedules on-campus meeting with new adjunct to complete paperwork and obtain an ID badge. This must be done before the first day of teaching.
8. Contracts are created by Academic Affairs (Tabitha) and will be mailed out before the semester starts.
9. Two files are created for adjunct: personnel file that goes to payroll manager and academic file for accreditation.
10. New faculty orientation for adjuncts, half-timers and full-timers occurs twice a year (August and January).

Division Chair/Dept. Director is responsible for communicating with Academic Affairs AND the instructor when classes are cancelled, faculty reassigned or other changes to personnel are made.