

## Hiring Checklist for New Online Adjunct Faculty

College \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Department \_\_\_\_\_

- ☐ Inform the Faculty Records Specialist that you are planning to interview.
- ☐ Create a file using a manila file with a white file label. Last name first. All who submitted letters of reference must be contacted before the file is taken to the Dean's Assistant. When the file is **complete** and contacts have been made, submit the file to the Dean's Assistant.

### **Items should be organized in the file in the order as listed below.**

- ☐ A marked copy of this checklist (Original will be forwarded to FRS)
- ☐ Request for New Adjunct Faculty Appointment. List all disciplines and courses that the person is authorized to teach. (Original will be forwarded to FRS)
- ☐ Application
- ☐ Curriculum Vitae
- ☐ Unofficial Transcripts (For every college and university listed under the education section of the applicants Curriculum Vita and Application.) **NOTE: Please highlight in yellow on the unofficial transcript where it states the degree was awarded or conferred and the date.**
  - Make sure education listed on Curriculum Vitae and Application match.
  - Make sure if they list that they have a degree that the transcript shows it was conferred or awarded.
- ☐ Three letters of reference
- ☐ Narrative (If required)
- ☐ Spiritual Formation (If Required)
- ☐ New Employee I.T. Access Form
- ☐ Date the chair interviewed the applicant: Date \_\_\_\_\_ Signature of Chair \_\_\_\_\_
- ☐ Date the Dean interviewed the applicant: Date \_\_\_\_\_ Signature of Dean \_\_\_\_\_

\*The department will send the file to the Faculty Records Specialist. Once the Faculty Records Specialist checks the file to make sure all documents are included, the FRS will then send the file to the Online Dean for approval. Upon approval, the file will continue in the process.

\*For Online Advantage Adjunct Applicants, the department will send the file to Faculty Records Specialist. Once the FRS checks the file, the FRS will send the file to Dr. Carolyn Stubbs for review. Upon review of Dr. Carolyn Stubbs, the file will be sent to the Provost's office for approval by the Provost and President.