

## Hiring Checklist for New Residential 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)
- ☐ Residential Adjunct Assignment Form (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 IT Access Form
- ☐ Date the chair interviewed the applicant: Date \_\_\_\_\_ Signature of Chair \_\_\_\_\_
- ☐ Date the Dean interviewed the applicant: Date \_\_\_\_\_ Signature of Dean \_\_\_\_\_