

ONLINE ADJUNCT FACULTY HIRING PROCEDURES

STEPS	DESCRIPTION	RESPONSIBLE DEPARTMENT
	Online Adjunct	
1	Notice for Posting Academic Department Chair will compose posting an online Job Posting Request Form and submits to the Dean. The Dean will edit and forward it to the Faculty Records Specialist (FRS) in Institutional Effectiveness.	a. Academic Dept. Chair b. Dean c. Institutional Effectiveness Estimated Time: 1-2 business days
2	Post position on webpage.	Human Resources Estimated Time: 2-4 business days
3	Online application received and reviewed by the FRS. FRS forwards application to Academic Department Chair.	a. Faculty Records Specialist b. Academic Dept. Chair Estimated Time: 1-2 business days
4	Online Adjunct Position Disqualified <ul style="list-style-type: none"> Chair must respond to the applicant immediately (within two to seven business days). Department Chair selects from approved filter response messages (attached to the application email) provided by the FRS to communicate with the applicant. Chair copies FRS on email response. Qualified <ul style="list-style-type: none"> Chair must respond to the applicant immediately (within two business days) offering details about the hiring process and timeline. 	Academic Dept. Chair Estimated Time: 2-7 business days
5	Unofficial File For qualified online adjunct applicants being considered, Department will assemble an unofficial file (manila only with white file label, last name first). The file should contain the following, in this order: <ul style="list-style-type: none"> Application Curriculum vitae Unofficial transcripts (for every college or university listed under the education section of the applicant's Curriculum Vitae and application. Highest degree first in order) Three letters of reference <i>*See possible additional requirements on next page</i>	a. Department Secretary b. Dean's Assistant c. Search Committee d. Academic Dept. Chair e. Dean Estimated Time: 7 days

	<ul style="list-style-type: none"> Narrative, if required NOTE: If the applicant does not have 18 graduate hours in the teaching subject area, the department chair must create, sign, and date a one-page narrative detailing the alternative qualifications (certifications, acclaim, experience, etc.) used to establish the applicant's professionalism. Spiritual formation, if required NOTE: If the applicant has unacceptable answers to the spiritual formation questions, work with the applicant to obtain explanations and include those explanations in the unofficial and official files. <p>This file will be used by the department for hiring consideration. When the unofficial file is complete, the Chair and Dean can schedule interviews with the applicant. Chair notifies FRS of their interest in the applicant.</p>	
6	Official File <ul style="list-style-type: none"> Print the application, curriculum vitae, and three letters of reference. Every file should contain copies of the unofficial transcripts for every college or university listed under the education section of the applicant's Curriculum Vitae and application. Place in file in the appropriate order. 	Faculty Records Specialist
7	Final Decision <p>Once the interviews have taken place and the Chair and Dean have approved the applicant for hiring, the following forms are signed by the Chair and Dean and forwarded to the FRS:</p> <ul style="list-style-type: none"> Request for New Adjunct Faculty Appointment form (new Adjuncts only) Narrative, if required NOTE: If the applicant does not have 18 graduate hours in the teaching subject area, the department chair must create, sign, and date a one-page narrative detailing the alternative qualifications (certifications, acclaim, experience, etc.) used to establish the applicant's professionalism. Spiritual formation, if required NOTE: If the applicant has unacceptable answers to the spiritual formation questions, work with the applicant to obtain explanations and include those explanations in the unofficial and official files. New Employee IT Access form (provided by department, signed by Online Dean). 	a. Department Secretary b. Chair c. Dean d. Dean's Assistant e. Faculty Records Specialist Estimated Time: 1-2 weeks
8	Official Faculty File <p>The FRS confirms that the official file is complete (contains all of the information required). If not, the FRS will work with the Chair and applicant to obtain the missing information.</p>	a. Faculty Records Specialist b. Academic Dept. Chair and/or Dept. Assistant

9	The file and appointment form is sent to the Online Dean for approval by the FRS.	Online Dean
10	Online faculty applicant: <ul style="list-style-type: none"> The file and appointment form will be sent to the Provost. If the Provost approves, the file and appointment form will be sent to the President. Provost's office returns official faculty file and appointment form to FRS. 	a. Provost b. President c. Provost's Executive Administrative Assistant d. FRS Estimated Time: 2-4 weeks
11	Conditional Offer Once all approvals have been received: <ul style="list-style-type: none"> Dean or Chair makes a conditional offer to the candidate in writing, using template provided by the FRS. Once the offer is accepted, the written offer and acceptance are forwarded to the FRS. NOTE: HR processes will not continue without these completed documents. All offers are contingent upon a clear background check and I9. 	a. Academic Department b. Faculty Records Specialist Estimated Time: 1-2 weeks
12	The FRS forwards the faculty appointment form, and the conditional offer and acceptance to Human Resources to initiate the background check and I9.	a. Faculty Records Specialist b. Human Resources Estimated Time: 1-2 business days
13	Background Check & I-9 Online adjunct faculty candidate and the candidate has been fully approved: <ul style="list-style-type: none"> FRS will create the master contract. Contract will then be given to the College Dean's Assistant or Department's Assistant to get the faculty member's signature. The contract is returned to the FRS who will then take it to the Provost for final signature. When the contract is completely signed: <ul style="list-style-type: none"> FRS sends a copy of the signed contract, the completed and signed Request for Faculty Appointment form, and the New Hire IT Access form to Payroll, HR, Budget, the Center for Faculty Excellence, the College Dean's Assistant, the Department Secretary, and Online. Faculty Records Specialist (FRS) asks the applicant to order official transcripts. Official transcripts should <i>never</i> be sent to the Chair or the Department Secretary. All official transcripts should be sent to Institutional Effectiveness. 	a. Online Dean's Assistant b. Faculty Records Specialist c. Provost d. Payroll e. HR f. Budget g. Center for Faculty Excellence h. Dean's Assistant i. Online Estimated Time: 2-7 business days
14	Human Resources	Human Resources Estimated Time: 1-3 business days
	<ul style="list-style-type: none"> Assigns a Z Number and sends it to the Dept. Secretary Processes paperwork for IT access (includes FRS in processing), Payroll Direct Deposit, and other Federal forms. HR notifies Eagle Card center of approval to issue an I.D. Card. 	
15	IT	Center for Faculty Excellence Estimated Time: 2-5 business days
	When IT issues network credentials , notification is sent to D2Lhelp@oru.edu . D2L account is set-up and training will be scheduled by Center for Faculty Excellence.	