**RESIDENTIAL ADJUNCT FACULTY HIRING PROCEDURES**

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| **STEPS** | **DESCRIPTION** | **RESPONSIBLE DEPARTMENT** |
|  | **Residential Adjunct** |  |
| 1 | **Compose Notice for Posting** | a. Academic Dept. Chairb. Deanc. Institutional EffectivenessEstimated Time: 1-2 business days |
| Academic Department Chair will compose posting in online [Job Posting Request](https://forms.oru.edu/view.php?id=285244) Form and submits to the Dean. The Dean will edit and forward it to the Faculty Records Specialist (FRS) in Institutional Effectiveness. |
| 2 | Post position on webpage. | Human ResourcesEstimated Time: 2-4 business days |
| 3 | Online application received and reviewed by Faculty Records Specialist (FRS). FRS forwards application to Academic Department Chair. | a. Faculty Records Specialistb. Academic Dept. Chair Estimated Time: 1-2 business days |
| 4 | **Residential Adjunct Position** | Academic Dept. ChairEstimated Time: 2-7 business days |
| **Disqualified*** 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 the FRS on email response

**Qualified**Chair must respond to the applicant immediately **(within two to seven business days)** offering details about the hiring process and timeline. |
| 5 | **File for Qualified Residential Adjuncts** | 1. Academic Dept. Chair
2. Department Secretary
3. Dean’s Assistant
4. Academic Dept. Chair
5. Dean

Estimated Time: 7 business days |
| For qualified 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:* 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
* 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.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.** |
| 6 | **Prepare Official File** | Faculty Records Specialist |
| * 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.
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| 7 | **Forms** | a. Department Secretaryb. Chairc. Deand. Dean’s Assistante. Faculty Records SpecialistEstimated Time: 1-2 weeks |
| 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:* [Request for New Adjunct Faculty Appointment](http://www.oru.edu/pdfs/faculty-and-staff/faculty/resources/request-for-adjunct-faculty-appointment-2017.pdf) form (new Adjuncts only)
* [Residential Adjunct Assignment](http://www.oru.edu/pdfs/faculty-and-staff/faculty/resources/residential-adjunct-assignment-form-2017.pdf) form (all Adjuncts)
* [New Employee IT Access form](http://www.oru.edu/pdfs/faculty-and-staff/staff/human-resources/supervisor-resources/newhire-itaccess.pdf)
* 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.**Requests for Keys, Gate/Door Access, etc.** are submitted, if required. **To obtain ID**, Human Resources sends an email to the Eagle Card Center with all the information necessary for the applicant to get a card. The applicant will go to the Eagle card center to obtain the card. |
| 8 | **Completed Official Faculty File** | a. Faculty Records Specialistb. Academic Dept. Chair  and/or Dept. Assistant |
| 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.  |
| 9 | **Residential Adjunct Faculty** applicant:* 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. Provostb. Presidentc. Provost’s Executive  Administrative Assistantd. FRSEstimated Time: 2-4 weeks |
| 10 | **Conditional Offer** | a. Academic Departmentb. Faculty Records SpecialistEstimated Time: 1-2 weeks |
| Once all **approvals** have been received: * 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.  |
| 11 | 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 Specialistb. Human ResourcesEstimated Time: 1-2 business days |
| 12 | **Background Check & I-9** | a. Faculty Records Specialistb. Dean’s Assistantc. Faculty Records Specialistd. ProvostEstimated Time: 7 business days |
| Once the candidate has been fully approved: * FRS will create the **contract**.
* Contract will then be given to the College Dean’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.
* Faculty Records Specialist (FRS) asks the applicant to order **official transcripts**. Official transcripts should never be sent to the Chair or the Department Secretary**. All official transcripts should be sent to Institutional Effectiveness.**

**Note: All official transcripts must be received within 60 days of the first day of class.** |
| 13 | When the contract is **completely signed**: * FRS sends a copy of the **signed contract,** the completed and signed Request for Faculty Appointment form, and the New Hire IT Access form, Key Request, and Gate Door Access to Payroll, HR, Budget, the Center for Faculty Excellence, the College Dean’s Assistant, the Department Secretary.
* The Department Secretary makes a copy of the contract for the new faculty member.

Institutional Effectiveness notifies HR to remove job listing from the website. | a. Faculty Records Specialistb. Department Secretaryc. Institutional Effectivenessd. Payrolle. HRf. Budgetg. Center for Faculty  Excellenceh. Dean’s Assistanti. Online, if requiredj. IE |
| 14 | **Human Resources** | Human ResourcesEstimated Time: 2-7 business days |
| * Assigns a Z Number and sends it to the Dept. Secretary
* Processes paperwork for IT access (notifies FRS of processing), Payroll Direct Deposit, and other Federal forms. HR notifies Eagle Card center of approval to issue an I.D. Card.
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| 15 | **IT** | Center for Faculty ExcellenceEstimated Time: 2-5 business days |
| **When IT issues network credentials,** notification is sent toD2Lhelp@oru.edu. D2L account is set-up and training will be scheduled by Center for Faculty Excellence. |