

FACULTY HIRING PROCEDURE

ADJUNCT FACULTY-RESIDENTIAL & ONLINE

I. Approval for Adjunct position

- Department Chair consults and obtains approval by the appropriate college Dean and the Provost to fill a position with an adjunct (see Faculty Handbook 2.1.6.5)
- Once approved, submit “[Job Posting Request](#).” Faculty Hiring Coordinator will post position on the ORU Human Resources website and other sites as requested by the department. (Outside postings will be billed to the department.)

II. Application Process

- Faculty Hiring Coordinator will gather application materials and forward completed application files to the Chair and Dean.
- Department Chair notifies Faculty Hiring Coordinator of interest or desire to decline within 2 weeks of receipt of materials.
- Notice of selected candidate sent to Faculty Hiring Coordinator with the below documents
 - [Hiring Checklist for New Adjunct Faculty](#)
 - [Request for New Adjunct Faculty Appointment](#) (if applicable please do residential and online appointments at the same time)
 - [New Employee IT Access form](#)
 - Narrative, if applicable (see Faculty Handbook 2.1.6.5, page 17, #6)
 - Spiritual Formation (see Faculty Handbook 2.1.6.5, page 17 #7)

III. Hiring Process – Please note that completion of the hiring could take 4 -6 weeks from this point

- Faculty Hiring Coordinator submits completed application file to the Provost’s office for review and approval – process includes interview with the Provost and review by the President.
- If approved, Faculty Hiring Coordinator will notify department that the candidate has been “Approved for Hire” and send the “Notice of Contract” template for Dean/Chair to send to candidate.
- Faculty Hiring Coordinator will generate contract.
- Contract sent to candidate via DocuSign for signature.
- Signed contract and supporting documents sent to HR for background check and completion of I-9.
- Faculty Hiring Coordinator will send copy of executed contract to the department Chair/Dean once background check and I-9 are complete.

4

IV. Final Steps

- College/Department notifies Faculty Hiring Coordinator if job posting is to be closed.