

## HIRING CHECKLIST FOR NEW ADJUNCT FACULTY

**Name of Applicant:**

**College:**

**Department:**

**Residential**

**Online**

**Both**

- ☐ Inform the Faculty Records Specialist that you are planning to interview.
- ☐ Chair and Dean interview applicant
  - ☐ Date the chair interviewed the applicant:
  - ☐ Signature of Chair:
  - ☐ Date the Dean interviewed the applicant:
  - ☐ Signature of Dean:

**Submit the following to Faculty Hiring Coordinator**

- ☐ Hiring Checklist with signatures
- ☐ Request for New Adjunct Faculty Appointment. List all disciplines and courses that the person is authorized to teach.
- ☐ Narrative (If Required) - See Faculty Handbook 2.1.6.5 (page 17 #6)
- ☐ Spiritual Formation (If Required) – See Faculty Handbook 2.1.6.5 (Page 17 #7)
- ☐ New Employee IT Access Form