

Hiring Checklist for New Residential Adjunct Faculty (Updated 10/13/2023)

Name of Applicant _____

College _____ Department _____

The file must contain all of the items listed in section one before being brought to the dean for review.

SECTION ONE

- ☐ **Within 5 business days** after receipt of the application, inform the Dean's Assistant whether you plan to pursue this candidate or not. If declining, give a reason. Dean's Assistant informs the provost's office.
- ☐ **Within 10 calendar days** after the above-stated notification, the completed file must be delivered to the Dean's Assistant.
- ☐ The chair must obtain references and contact each one. Call the references. Either keep notes of the phone call or request they send a letter of recommendation. **Reference letters or call notes must be included in the file. ORU employees providing references must submit a reference letter.**
- ☐ Is the person being hired as faculty already a staff member? YES _____ NO _____ If yes, are they full-time or part-time? _____ Salaried or Hourly? _____ What department & position? _____
NOTE: Hourly staff members cannot be hired as faculty members unless they terminate their staff position.
- ☐ Create a file using a manila file with a white file label. Last name, first name. Font Arial 14 **BOLD**. Name at the left edge and the top of the file label. **DO NOT USE STAPLES. ALL ITEMS SHOULD BE PRINTED SINGLE-SIDED, including the IT form.** When the checklist and file are **complete**, submit the file to the Dean's Assistant.
- ☐ **Items should be in the order listed below. If an item does not apply, write N/A beside the circle.**
- ☐ A marked copy of pages one and two of the Hiring Checklist for New Residential Adjunct Faculty
- ☐ Request for New Adjunct Faculty Appointment. **List all courses that your department would like them to teach.**
- ☐ Residential Adjunct Assignment Form
 - After Dean has approved for hire, Dean's Assistant should remove the assignment form and hold it until the contract is signed.
 - **Cannot be signed by applicant until after email is received from Provost's office stating they are complete and free to teach.**
- ☐ Application
 - Make sure the education listed on Curriculum Vitae and Application match.
 - Make sure any listed degrees provide transcripts confirming degree conferral or award.
- ☐ Curriculum Vitae
- ☐ **Unofficial Transcripts:** (For every college and university listed under the education section of the applicant's Curriculum Vita and Application.)
Please highlight the unofficial transcript in yellow where it states the degree was awarded or conferred and the date.
- ☐ Three letters of reference or contact notes.
- ☐ Validation of Faculty Credentials. **Required for all files. MUST BE ORDERED BETWEEN THE CHAIR AND DEAN INTERVIEW**
If the chair and dean interview at the same time, order it before the interview.
 - Send a copy of the applicant's C.V. and unofficial transcripts to Dr. Weed by emailing him at kweed@oru.edu and copy Angie Dean at adean@oru.edu
 - Dr. Weed will generate a Faculty Credential Report and email it to you to be included in the file.

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- ☐ Spiritual Formation (Required if they do not speak in tongues)
- ☐ New Employee IT Access Form (**Always for all files**) Do not print double sided.
- ☐ Fill out completely. If something is not needed, enter N/A.
- ☐ All forms within the file that require signatures must have all signatures before bringing the file to the provost's office.
- ☐ Before a file is given to Provost's office, Dean's Assistant should remove the assignment form and hold it until they receive an email from the provost's office stating the contract is signed and the applicant is cleared to teach.
- ☐ **File Preparation for Provost's Office:**
 - File Front – Request for New Appointment Form
 - File inside left – Hiring Checklist
 - File inside right – All other forms in the order listed on the checklist.

NOTE: No keys requests or accesses or CSCR's are to be started in process until the assignment form has been signed by the applicant and sent to the dean's assistant. This form should also be accompanied by the updated Adjunct Assignment Calculation Excel sheet.

SECTION TWO (To be completed **after** the applicant is hired and cleared to teach)

- ☐ Once the residential adjunct contract is signed and they are cleared to teach:
 - The Dean's Assistant sends the Adjunct Assignment form with Chair and Dean signature to the Chair.
 - The Chair will obtain the new faculty member's signature on the assignment form and return it along with the updated Adjunct Assignment and Calculation Sheet to the Dean's Assistant.
 - The Dean's Assistant will email a signed copy of the assignment form to HR and Budget. Budget will send the form to payroll once they have processed it.
 - The Dean's Assistant will email a signed copy of the assignment form and Dean approved Adjunct Assignment and Calculation Sheet to the Provost's office.
 - At this time, key and access requests may be started in process. Any CSCR's that may need to be submitted can be submitted.
- ☐ **Official Transcripts:**
 - Once the contract and assignment form is fully signed, the applicant must provide proof that official transcripts have been ordered. These should be emailed to Sheri Blevins at sblevins@oru.edu.
 - Official transcripts will only be valid if they are sent directly from the institution to the provost's office.
 - Instruct the new faculty member to have their official transcripts sent in one of two ways as follows:
 - Electronic transcripts must be emailed from the institution to Sheri Blevins at sblevins@oru.edu.
 - Hard copies must be mailed from the institution to:
 - Oral Roberts University
 - Provost's Office, Attn: Sheri Blevins
 - 7777 S Lewis Ave
 - Tulsa, OK 74171