

## Adjunct Hiring Steps

1. Send email request for adjuncts/overloads to the Provost for approval (and cc the Provost's assistant)
2. After the Provost has approved the adjunct hire in writing, the Department Chair fills out the adjunct/overload faculty appointment request form ("blue form") found on the Provost's website.

*\*Remember: new applications submitted by adjunct instructors can be found on interview exchange\**

3. If hiring a new instructor, please include the CV with the appointment request form and make sure to include the email address and cell phone number on the adjunct form for the background release check
  - a. All adjunct instructors must apply through Interview Exchange where they will upload a cover letter, CV, and copies of unofficial transcripts
  - b. If hired, official transcripts will be required to be submitted to the Provost's Office

**\*\*they cannot begin working before submitting all release forms, a signed appointment letter, and meeting with HR**

*Please note:* A separate form needs to be filled out for each adjunct.

Deadline for Fall requests – March 1<sup>st</sup>

Deadline for Spring requests – October 1<sup>st</sup>

**\*\* Adjuncts can teach a maximum of 3 courses (or 12 credits) per academic year. This includes teaching summer courses.\*\***

Please contact the Provost's office (x7915) if you have any questions.