

Adjunct Hiring Steps

1. Have a phone or email conversation with the Provost requesting adjuncts.
2. After the Provost has approved the adjunct hire, the Department Chair fills out the adjunct/overload faculty appointment request form (“blue form”) found on the Provost’s website.

Remember: applications for adjunct instructors can be found on interview exchange

3. If it is for a new instructor, please attach the CV and background release forms to the “blue form” and send all forms to the Provost’s office.

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

Deadline for Fall requests – March 15th

Deadline for Spring requests – November 1st

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