

## Adjunct Hiring Steps

1. Have an email conversation with the Provost requesting adjuncts.
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 attach the CV to the “blue form” and send both to the Provost’s office. Background release forms can be found on the Provost’s website or Human Resources website and need to be sent directly to HR.
4. If hiring a returning instructor, the “Request to Renew an Adjunct” form (found on the Provost’s website) needs to be filled out and submitted with the “blue form”.

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

Deadline for Fall requests – February 15<sup>th</sup>

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

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

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