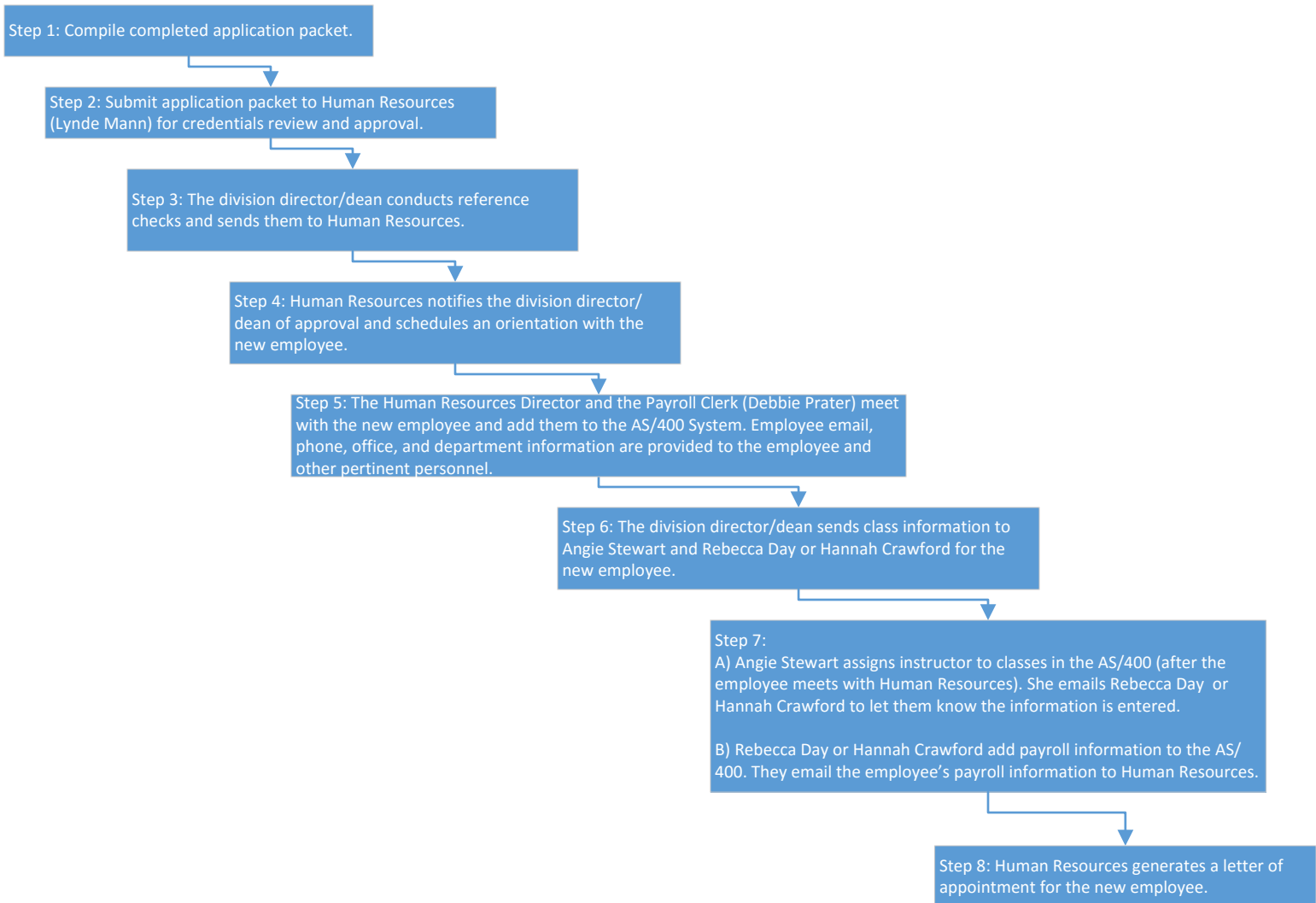


Process of Hiring a New Adjunct Instructor



Note: If an adjunct instructor was previously hired through this process and is returning after a hiatus from teaching of less than one year, he or she does not have to resubmit an application. Notify the Human Resources Director in these cases to make sure that all materials are on file before adding them to the schedule. Some adjuncts may have to meet with the Payroll Clerk and/or Human Resources Office again to update paperwork.

Process of Making Changes to an Adjunct Instructor's Schedule

