

Procedures for Hiring a New Adjunct Instructor

Step 1: The division director/dean compiles the application packet, including the *Uniform Application for Employment*, unofficial transcripts, certifications, competency statements, the three reference checks, etc.

Step 2: After all application materials have been received, the completed application packet, the *Adjunct Application Checklist*, and the *Request to Hire Adjunct Personnel* are submitted to Lynde Mann. If requesting the hire during the semester, also submit the *Request for Letter of Appointment* with this material. Remember, this is a multi-stage approval and application process that typically takes 1-3 weeks. The application packet is forwarded from Human Resources to the Accreditation Liaison for a credentials review. If the employee's credentials are approved, the packet is forwarded to the appropriate dean and to Dr. David Campbell for final approval.

Step 3: Once approved for hire by the president, Ms. Mann will email the division director/dean, with a copy to pertinent individuals to let them know of the approval status and what steps need to be taken next, including scheduling sessions with human resources and payroll offices.

Step 4: Ms. Mann and Ms. Prater meet with the employee to conduct an orientation and to obtain required payroll paperwork. After adding the instructor to the employee system, human resources will notify Ms. Debbie Prater; Ms. Angie Stewart; Ms. Rebecca Day or Ms. Hannah Crawford; Patricia Combs; Katelin Miller; and other pertinent individuals. Ms. Mann will request that employee email and phone information as well as access to the employee portal. Ms. Mann will provide the employee with his or her email, phone extension, and office information once it has been submitted to her. Ms. Mann will send employee information to Debra Barrentine for inclusion in the catalog.

Step 5: Once the notification of approval has been received (in Step 3), the division director/dean should report the new employee's assigned class information to the following individuals:

1) Angie Stewart

- *She adds the instructor to the class(es) once the new employee has been added to the AS/400 System.*

2) Rebecca Day (if academic) **or** Hannah Crawford (if workforce development)

- *These individuals generate payroll information in the AS/400 System using the schedule information supplied by the division director/dean and issue the information to Ms. Mann so that a letter of appointment can be generated.*

It is very important that each person above is notified in order to make certain that the class and payroll information are added to the AS/400 system and no one is left out of the loop.

Step 6: Ms. Stewart assigns the new instructor to his or her class(es) in the AS/400 after Ms. Mann has added the employee to the system, and she emails Ms. Day or Ms. Crawford to let them know that the payroll information can now be entered. Ms. Day and Ms. Crawford enter the payroll information into the AS/400 and forward that information to Ms. Mann. (This information can be included in the master payroll list that is submitted prior to the semester, if the information is known at that point, **or** submitted in a separate email if the master list was previously submitted.)

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Step 7: Ms. Mann will use the submitted payroll information to generate a letter of appointment for the employee.

Procedures for Adding or Canceling a Class

If a class needs to be added or cancelled after the initial schedule was sent to the individuals above, report the addition to Ms. Angie Stewart, with copies to Chad Gorham or Dr. Mike Kenamer; Rebecca Day or Hannah Crawford; and Lynde Mann so that this information can be added to or removed from the schedule and the payroll information can be updated in the AS/400 and forwarded to Human Resources.

If classes have been added or cancelled, the revised payroll information must be submitted to Lynde Mann from Ms. Day or Ms. Crawford so that a revised letter of appointment can be generated, issued, and returned in a timely manner.