

**ADJUCT HIRING GUIDE**

<b>Hiring Manager</b> (typically Department Chair or Program Director)	<b>Human Resources</b>	<b>Dean</b>	<b>Provost Office</b>	<b>College Administrative Assistant</b>	<b>Technology</b>
1. Requests position via <a href="#">Faculty &amp; Staff Employment Position Request</a> and attaches job posting information <i><b>**NOTE** If the Hiring Manager has a candidate in mind, steps 2-7 can be eliminated</b></i> 2. Recommends Search Committee members (minimum of 3) to sponsoring Dean and HR 3. Confirms Search Committee's training on Legal Guidelines and Best Practices via HR and Search Committee Chair 4. Submits interview questions to HR for approval prior to conducting interviews 5. Reviews rated candidates in BambooHR 6. Schedules and conducts interviews (Names/Dates/Times/Locations must be submitted to HR) 7. Oversees completion of <a href="#">Interview Analysis Form</a> for each candidate and submits to HR (All Search Committee Chairs/Members must complete IAF's on all candidates interviewed) 8. Selects Candidate of Choice and makes recommendation to Dean 9. Receives approval notification and contacts candidate to make verbal employment offer 10. Notifies HR Generalist of candidate acceptance status	1. Receives position request from Chair via Google Docs to initiate requisition approval flow 2. Creates position requisition via Dropbox Sign for approval to proceed 3. Posts job to BambooHR and additional job boards as applicable once approved 4. Rates candidates via BambooHR for Search Committee members 5. Receives a copy of the Adjunct Approval Recommendation to Hire Form from Provost Office via Dropbox Sign 7. Contacts selected adjunct for onboarding (background, payroll forms, BambooHR tacsklist, online orientation, etc.) 8. Creates Oasis/Banner entry 9. Generates Banner ID in Spaiden and sends to Provost office 10. Sends new hire notification to all pertinent departments 11. Submits Help Desk ticket to Technology to create email account	1. Receives Adjunct Approval Recommendation to Hire Form via Dropbox Sign 2. Reviews recommendation 3. Approves Candidate in Dropbox Sign	1. Executive Assistant receives Adjunct Approval Recommendation to Hire Form 2. Uploads form to Dropbox Sign and forwards to Dean & Provost for approval; additionally, copies HR 3. Provost receives Adjunct Approval Recommendation to Hire Form via Dropbox Sign upon Dean's approval 4. Reviews transcripts (If unofficial transcripts are submitted for hiring, the Provost Office obtains and maintains the official transcripts for accreditation.) 5. Approves candidate in Dropbox Sign 6. Executive Assistant prepares contract, acquires signatures, and copies Payroll and HR via Dropbox Sign 7. Executive Assistant makes Banner entry in SIAINST which generates Sakai account 8. Notifies college Administrative Assistant of approved new hire	1. Gives Banner ID number to new adjunct 2. Assists in obtaining Parking Pass (if applicable) 3. Assists in obtaining Topper Card (if applicable)	1. Processes Help Desk Ticket from HR to create email account 2. Sends welcome email with instructions to access WLU email to new adjunct  *Also responsible for desk phone solutions where applicable
<b>Fall Hiring Timeline</b> February/March: Provost and Deans identify Fall staffing plan By April 1: Requisitions approved and HR posts position for 10 days By June 1: Candidates Selected By July 30: HR completes candidate background and onboarding for August start	<b>Spring Hiring Timeline</b> September/October: Provost and Deans identify Spring staffing plan By October 1: Requisitions approved and HR posts position for 10 days By November 1: Candidates Selected By December 15: HR completes candidate background and onboarding for January start		<b>Summer Hiring Timeline</b> By April 1 : Requisitions approved and HR posts position for 10 days By 3rd week of April: Candidates Selected By end of 1st week of May: HR completes candidate background and onboarding		

**NOTE: Flat pay rate, no prorating by student numbers.**