

Adjunct Faculty Hiring Process

1. Hiring Manager submits Request to Hire.
2. Human Resources post the position on NEOGOV.
3. Applicant Applies (Interviews conducted if there is not a chosen candidate in mind)
4. Hiring Manager selects choice of hire in NEOGOV and fills out Recommendation to Hire form from the Provost Resource Page and sends it to Exec Asst to Provost.
5. Exec Asst. to Provost sends Rec to Hire Form through Hello Sign for Hiring Manager, Dean and Provost signatures. CC's Emily in HR.
6. Emily sends email for onboarding.
7. Once Applicant completes onboarding and background check, HR creates Oasis and Banner entries, sends Employee Status Change and Help Desk Ticket to create email account.
8. Exec Assist to Provost enters new employee in SIAINST and sends Banner ID to Admin Asst and Depart Chair to assist with Departmental onboarding of new employee.
9. Department Chair can then submit Adjunct Contract Requests to the Provost Office.
10. Exec Asst. to Provost prepares and sends contracts through HelloSign.