

GUIDELINES AND PROCEDURES FOR ADJUNCT RECRUITMENT AND INTERVIEWS

The following guidelines and procedures are in effect for all adjunct searches:

1. The President must approve all invitations for campus interviews.
2. The Provost will approve all search committees, which should consist of the department chair or dean of the academic area conducting the search plus 2-3 faculty members of said academic area. The department chair/dean will serve as the chair of the search committee.
3. Upon approval from the Provost, an adjunct position should be publicized/advertised on the university's website and in any other forum deemed appropriate. Once resumes and applications are received, they are to be evaluated by the search committee. A candidate's official portfolio should be complete (including application, resume, background check, signed statements, official transcripts, a credential matrix, etc.) prior to extending an invitation for a campus interview. Please note that campus interviews are required for all on-ground adjuncts.
4. After a candidate has been evaluated by the search committee (through telephone interviews, on-campus interviews, etc.), he/she should then be interviewed by the appropriate dean, Provost, and President. If at any point in the committee's evaluation of the candidate the committee determines the candidate to be unacceptable for the position in question, further interviews (with dean, Provost, or President) may be cancelled.
5. Once the search committee approves a candidate, the chair should send a written recommendation to the appropriate dean, who in turn sends his/her recommendation to the Provost by completing the Adjunct Request Form. This form, much like the New Hire Form processed for full-time faculty, indicates to Human Resources that we intend to hire this adjunct and allows for Human Resources to send out necessary paperwork (i.e. tax forms, I-9 forms, IT forms, etc.) prior to the intended start date.
6. **INTERNAL CANDIDATES:** If the candidate is already employed by Shorter (i.e. staff member), he/she must have written approval to work as an adjunct by his/her immediate supervisor. Please note that staff members cannot teach during the normal business hours (M-TR 8:30 a.m. – 5:00 p.m. and F 8:30 – 3:00 p.m.) unless it is considered a part of his/her lunch break. If the staff member receives approval to teach, then the dean will need to submit his/her completed file to the Office of the Provost (including resume, official transcripts, credential matrix, and an Adjunct Request Form). Interviews with the Provost or President are not necessary for currently employed staff members.
7. It is the responsibility of the department chair/dean to notify the Office of the Registrar as to what the adjunct will be responsible for teaching. Please note: an adjunct will not receive a contract until he/she has been assigned to the course(s) for that semester/term.