

New Adjuncts

- Department determines need for new Adjunct hire.
- New hire fills out Adjunct Hiring Packet and returns to department. Department confirms packet is filled out **CORRECTLY** and completes I-9 Sec 2, makes copies of I-9 documents and routes to **Employee Services**.
- Department requests **COMPLETE** set of **ORIGINAL** transcripts for new hire

****Before routing, class enrollment will need to be verified, and listed on the adjunct request form, and any small class justifications will need to be approved and noted on the small class justification form, which will then need to be attached to the request form.**

- Once transcripts have been received, department will make copies for their files and route ORIGINALS with paperwork that gets routed to Academic Affairs.
- Department routes ADJ request form to Dean's office and offer letter to the Adjunct.

NOTE: Please make sure all paperwork including dates, account numbers, percentages, etc... are accurate and correct. IT WILL BE SENT BACK IF THERE ARE ERRORS.

-Dean's office reviews all documents and verifies all information is accurate. When paperwork is complete and any/all justifications are met, it is then routed to Academic Affairs.

-Academic Affairs reviews paperwork and approves adj. request, then scans approved document to ES, Dean, DH, and Compliance. Once dept receives approved request the EPA can then be created. The approved adjunct request form must be attached to the EPA along with the signed offer letter and any small class justifications.

- Once Employee Services receives approved Adjunct Request form from Academic Affairs, they send a welcome letter to the email listed on the request form with CHI forms (Criminal History) and a link to the hiring packet (if not already received from dept).
- After Employee Services receives the completed CHI forms back from the new hire, it is processed and the UIN is created along with the helpdesk ticket for computer accesses.

- The helpdesk ticket is routed from Employee Services to Academic Affairs (for Ducktrax) and then to Information Technology (NTNET/Email)

-After ticket is complete, the new hire receives a welcome email with access instructions from Information Technology.

Rehire Adjuncts

****Before routing, class enrollment will need to be verified, and listed on the adjunct request form, and any small class justifications will need to be approved and noted on the small class justification form, which will then need to be attached to the request form.**

- Department completes Adjunct Request Form & Offer Letter.
- Department routes ADJ request form to Dean's office and offer letter to the Adjunct.

NOTE: Please make sure all paperwork including dates, account numbers, percentages, etc... are accurate and correct. IT WILL BE SENT BACK IF THERE ARE ERRORS.

-Dean's office reviews all documents and verifies all information is accurate. When paperwork is complete and any/all justifications are met, it is then routed to Academic Affairs.

-Academic Affairs reviews paperwork and approves adjunct request, then scans approved document to Employee Services, Dean, DH, and Compliance. Once dept receives approved request the EPA can then be created. The approved adjunct request form must be attached to the EPA along with the signed offer letter and any small class justifications.

-Access to NTNET, Ducktrax, Blackboard, Digital Measures is already in place.

NOTE: If you hire an "adjunct" that is also a full-time staff member, they will need an approved supervisor approval memo attached to the Overload request form and Supplemental pay form sent.