

ADJUNCT HIRING PROCESS CHANGE

THIS PROCESS APPLIES *ONLY* TO THE HIRING OF NEW ADJUNCT FACULTY MEMBERS

1. The Hiring Department will send a New Adjunct Spreadsheet to HR, *along with* a copy of the Adjunct's Social Security Card
 - a. **New** Adjunct Spreadsheets will be sent to Benjamin Franklin (bfrank@dcc.edu) and Desiree Singletary (dsingl@dcc.edu) in HR for processing
 - b. HR will send an email to the Adjunct requesting Consent to a Background Check
 - c. HR will create the Adjunct as a "Person" in Banner and assign an L#
 - d. HR will email the Department + the Registrar, notifying them of the New Adjunct's L#
 - i. Maria Cisneros will assign the Adjunct as a "Faculty" member in Banner and notify the Department it has been done
 - e. The Department will request Email access from IT and Blackboard access from DLIT.
2. The Adjunct Faculty Packet will be separated into **THREE PARTS** by the Departments and sent simultaneously:
 - a. The **PART-TIME AGREEMENT** will be sent directly to the Vice Chancellor for Academic Affairs (*Harold Gaspard*)
 - i. The agreement should already have all necessary signatures, except the Vice Chancellor for Academic Affairs.
 - ii. If completed, the agreement should contain Tim Stamm's letter of credential verification when sent to the Vice Chancellor.
 - iii. Once approved for hire, the VC for Academic Affairs will give the contract to Human Resources for input.
 - b. The **ACADEMIC PACKET** will be sent directly to the Office of Curriculum & Program Development (*Tim Stamm*)
 - i. Contents of this packet set forth by the Office of Curriculum & Program Development, in conjunction with Academic Affairs
 - c. The **HIRING PACKET** will be sent directly to Human Resources
 - i. Contents of this packet are set forth by the Office of Human Resources and the most up-to-date version is available online.
 - ii. HR will retain the Hiring Packet until the PART-TIME AGREEMENT is received containing the VC for Academic Affairs' signature
3. The New Adjunct will be officially "hired" by HR once the PART-TIME AGREEMENT has been received in HR with appropriate approvals, along with a completed hiring packet and the approved background check
 - a. HR will send an email to the Department notifying them that the New Adjunct has been hired in the Banner HR/Payroll System