

ROUTING SLIP



Hiring of Part-Time Adjunct Faculty

Faculty Name _____

Position Title _____

Department _____

Position # _____ Index # _____

NOTE: Call Provost Office x8398 with form questions.

I. DEPARTMENT CHAIR

- A) Application for Academic Employment 0
(include applicant's letter & vita)
- B) Documentation of Qualifications 0
- C) Official Transcripts 0
- D) EPAF Personnel Action Form 0
- E) Letters of Recommendation (3) 0
- F) English Language Prof. Form (online) 0
- G) Faculty Pin Form (online) 0

If hiring at less than 50% FTE, also complete the Human Resources forms below

Please contact HR for documents below

- H) Personal Information Form 0
- I) Employment Eligibility Verification 0
- J) W-4 0
- K) Selective Service Verification 0
- L) Receipt of Information 0

SIGNATURE: _____

DATE OUT: _____

COMMENTS: _____

II. DEAN

- A) All Above Checked 0
- B) Credentials checked on Doc. of Qualifications form... 0

SIGNATURE: _____

DATE OUT: _____

COMMENTS: _____

III. PROVOST and VICE PRESIDENT For ACADEMIC AFFAIRS

- A) Documents Checked 0
- B) Documentation of Qualifications to SACS office 0
- C) Hiring Packet sent to Human Resources 0

SIGNATURE: _____

DATE OUT: _____

COMMENTS: _____

NOTES:

If hiring above 49% FTE< the person is benefits eligible.
Part-Time faculty, adjuncts do not receive a contract.
(see *Faculty Handbook*).

Business Managers should notify HR when adjuncts become benefits eligible.