Adjunct Faculty Hiring Procedures 2019-2020
Academic Affairs

Academic Unit Process

Each school/college should have a written *Adjunct Faculty Hiring Process* outline of the unit's process identifying who is responsible for each step in the process. In addition to the Human Resources-related steps, the process should include:

- a process that insures that all new adjunct faculty hires are processed through the Interfolio Search online applicant system. Contact Academic Administration for information about using this applicant system.
- a specified set of minimum adjunct faculty qualifications (degrees required, experience) and a written dean approval process in order to hire a part-time faculty member not meeting those criteria.
- a process for following the education verification procedures found at this link: Educational Verification Steps Document
- a process to receive written approval from a DePaul staff member's primary job supervisor before engaging them as an adjunct faculty member.
- a "second set of eyes" process to review for accuracy adjunct faculty pay rates in hiring letters and in PeopleSoft before the individual's first paycheck is processed each term (evidence of the review should be retained).
- a process to evaluate active adjunct faculty on a regular basis, terminate those no longer active and then to remove user access to secure drives and folders for those not active.
- a process to ensure that adjunct faculty receive the appropriate unit specific on-boarding materials and orientation.

Adjunct Faculty Hire Letter Parameters

1. All adjunct faculty should receive a hiring letter from the school/college. Ideally they receive a hiring letter for each quarter but a minimum of once each year if hiring commitments are made on an annual basis. A letter template is provided by Academic Affairs.
2. All unit adjunct faculty hiring letters should include the following sentences:
   Please review the attached Adjunct Faculty Information Sheet, which details DePaul's expectations for its adjunct faculty and is part of this appointment letter. This offer is contingent upon your acceptance of these requirements.
3. All adjunct faculty should receive this Information Sheet every time they receive a hiring letter or quarterly course assignment.
4. Adjunct faculty hiring letters may request an acceptance response from the faculty member but should not include an agreement signature on the letter as in a contract.
5. The Adjunct Faculty Information Sheet and hiring letter template are available at: https://offices.depaul.edu/academic-affairs/leadership-resources/hiring-managing/Pages/hiring.aspx

Adjunct Faculty Orientation Link

Each school/college office provides forms to the PT Faculty in the hiring process. In that communication (email typically) please include a line referencing the online Adjunct Faculty Orientation:

> **For key policies and procedures that apply to you as an adjunct faculty member and to gain an overview of DePaul please view the *Adjunct Faculty Orientation* at** http://go.depaul.edu/PTFacultyOrientation