HAMLINE UNIVERSITY

ADJUNCT FACULTY HIRING INSTRUCTIONS

Prior to filling out this form you must have a confirmed verbal or written authorization by the Dean to hire an adjunct faculty member for a specific course/term.

PART I – EMPLOYMENT INFORMATION

1. Check if this is a new or returning adjunct position.
2. Does this position need to be advertised? Check yes or no.
3. Check the appropriate box for the school requesting this hire.
4. Fill in the name of the department/program, and the academic year of the request.
5. Fill in the full name of the instructor, mailing address, home phone, and social security number or Hamline ID.
6. Check box for work eligibility. If this person is not a US citizen, you must contact the HR office immediately.
7. Fill in the candidates' highest degree, check the appropriate box for gender, and fill in their current email address.

Salary Information

1. Salary: Fill in the salary per semester or course, labs or independent study.
2. Payment: Fill in how you would like the payment divided or paid on a specific date.
3. Account Number: Fill in the account number from where this person will be paid from.
4. Position Title: Fill in the position title (example) Guest Artist, Instructor/Technology Specialist, etc.
5. Office Space: Check the box if this person will need office space. If there is a preference please make a note, space preference is not a guarantee.
6. Hire/Start & End dates: Fill in the dates the instructor will be working – hire/start and end dates.
7. Rank: Check the box for the level of the instructor - instructor or senior instructor, you must check one.
8. Transcripts: Check the appropriate box.
9. Background Check: All new hires or faculty members who have not taught at the university within the last three years will require a background check. An email should be sent to the HR Office with the name, email address and title/department of the new hire upon verbal offer/acceptance of a position to begin the background check.
10. Fill in any additional comments that are needed to justify the salary, space, co-teaching, etc., for the hiring of this position.

PART II – APPROVALS - (Refer to your school for procedures)

1. Chair or director of a program must sign and date this form as the person who initiates the process. The form is then delivered to the Dean for approval.

2. Dean of the College/School or designee must sign and date this form as approval and deliver to the Finance Office for signature when applicable.
3. If you are in the College of Liberal Arts and approval of the Finance Officer is required the form must be sent to the Finance Officer who will check the budget of the department and approve the request by signing the form. For the College of Liberal Arts, Part III – Course Assignment Information has been completed. Upon completion of Part I, II and III the Finance Officer will forward the request form to the Human Resources Office for processing.
4. If you are in the School of Business , School of Education or School of Law and approval from the Finance Officer is not required after the signature of the Dean, the form is delivered back to the chair of the department to complete Part III – Course Assignment Information. Upon completion of the Part I, II and III the form is sent to the Human Resources Office for processing.
5. Upon receipt of signed request form the Human Resources Office will prepare an appointment letter and any necessary papers to be sent to the adjunct faculty member.
6. Human Resources will contact you when the form has been completed and the letter along with any other required paperwork has been sent out.

PART III – COURSE ASSIGNMENT INFORMATION

1. Fill in each course title and number and CRN, credits, term and day/hour, please be clear as to what term this class will be taught.
2. When all sections of the form have been completed please forward to the Human Resources Office for processing.

New Faculty

Upon return of the appointment letter and other required paperwork the Office of Human Resources will enter the individual into banner as an employee.