Quick Guide to Adjunct Searches

1. The Department Chair determines that a part-time faculty member is needed to teach a course.
2. The department then makes an ad and search plan.
   • Refer to ad example for required text.
   • Search plan for adjunct searches must include the location where the ads will be placed. Academic Affairs does not require ads in print for adjuncts but online advertising on Craig’s List is forbidden.
3. The ad and the search plan are submitted to the College Faculty Coordinator for approval.
   • The Faculty Coordinator reviews the ad and then submits it to the Dean of the College and Dean of Academic Affairs for approval.
4. Once the documents are approved, the Faculty Coordinator sends a copy of the approved documents to the department admin. The ad is now ready for submission by the department to the advertisement venues that were approved in the search plan.
5. The department collects application and interviews qualified candidates. During the interview, the department representative must inquire with each candidate interviewed, “If chosen, are you able to provide eligibility to work in the United States at any institution.” Please note, this question must be asked by the Department Chair or Search Committee Chair but not by the department admin. Please remember that all candidates must be treated the same for the interviews which means all must be asked this question.
6. The department selects the top candidate for the adjunct position. The department chair then reviews the adjunct pay rates of current adjuncts in their department to determine a comparable rate for the proposed hire based on rank and experience. HR requires that only approved faculty ranks be used when appointing adjuncts.

The four most common ranks include
   • Adjunct Instructor – a part-time faculty member without a terminal degree in the field.
• Adjunct Professorial Lecturer – a part-time faculty member with a terminal degree in their field. This rank also includes Senior Professorial Lecturer, Hurst Adjunct Professorial Lecturer.

• Adjunct In-Residence – a part-time faculty member that may or may not be teaching but is responsible for additional work and usually receives a stipend. HR requires that a title is given for the adjunct In-Residence rank such as Scholar-In-Residence, Historian-In-Residence, etc. This rank may also be used for scholars who are coming to the university for a short period of time to work with a faculty member or conduct research.

• Adjunct Faculty Fellow – this is a specialized part-time rank which is only given to part-time faculty members who are coming to the university as researchers or scholars, have their PhDs, and are currently affiliated with another university. If they do not have PhDs and are not currently affiliated with another university, they must be appointed as an Adjunct In-Residence.

In some cases, an adjunct may have the degree and experience to justify a higher rank. Those ranks include

• Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor

7. The department chair should then offer the position to the candidate and inform them of the suggested pay rate (in accordance with the union Collective Bargaining Agreement and College guidelines for adjunct pay) that they will be recommending to the Dean’s Office.

8. If a visa is needed for the candidate, the department admin should contact the College Faculty Coordinator to start the visa process. All visa paperwork must accompany the adjunct hiring paperwork.

• J-1 Visas are the recommended visa for all adjunct faculty, if a visa is needed. Please note that a J-1 Visa takes 6-8 weeks to process from the time that the paperwork is submitted in full to ISSS. Depending on the candidate’s home country, the visa may take longer. This means the department should assume that 7-9 weeks is needed to process the visa from start to finish. There is no way to expedite this type of visa. If the required amount of time is not given, ISSS may refuse to process the visa.

9. Once the paperwork is completed by the department, the file should be submitted to the College Faculty Coordinator for processing.

• The final documents will be mailed to the candidate by the Office of Human Resources unless the candidate is using an international address in which case the paperwork will be given to the department by Human Resources for mailing.

10. Once HR has mailed the adjunct welcome letter and packet, the department will be given a PDF copy of the approved hiring form. At this time, the department should contact the adjunct, welcome the new faculty member to the College, share with them the new adjunct website, inform them of their approved pay rate, and notify them of the course(s) they will
be teaching. (Please remember that no course is guaranteed to run. Courses must be minimum enrollment. Please see union Collective Bargaining Agreement for further details on procedures for courses that are cancelled or changed.)