OFFICE OF THE UNIVERSITY PROVOST

ADJUNCT FACULTY HIRING CHECKLIST

EFFECTIVE 4/1/2015 ALL NON-BENEFITED EMPLOYEES (I.E. ADJUNCT, TEMP. HOURLY, STUDENT HELP AND GRADUATE ASSISTANTS) MUST BE SUBMITTED THROUGH THE HR ONBOARDING WORKFLOW FOR HR APPROVAL TO REHIRE/HIRE PRIOR TO STARTING WORK. HR WILL VERIFY IF THE NON-BENEFITED EMPLOYEE HAS A CURRENT I-9, DIRECT DEPOSIT, AND W-4; AND, IF REQUIRED, WILL NOTIFY THE DEPARTMENT WHEN THE EMPLOYEE HAS COMPLETED THE DOCUMENTATION AND CAN BEGIN WORK. IT IS IMPERATIVE THAT ALL DEPARTMENTS SUBMIT THEIR ADJUNCTS THROUGH THE WORKFLOW PRIOR TO START OF CLASSES TO MAKE SURE HR HAS APPROVED THEIR HIRE/REHIRE.

☐ 1. Signed PAF Form / PEF Form (Extra Comp or Overload Pay)

☐ 2. Academic Preparation Certification Form (SACSCOC Form for each semester, with the courses listed directly on the form) ***

☐ 3. Current Curriculum Vita

☐ 4. Three Current Professional Letters of Recommendation (must be within the last year, for new adjuncts starting S06 & all exceptions to SACSCOC, Must be from external sources)

☐ 5. Original Transcripts of All College Degrees SENT DIRECTLY TO MTSU (cannot be issued to student or faxed!!!!) (High degree transcript only for adjuncts who started before S04)

☐ 6. Electronic Background Check Request form, emailed directly to lynn.sewak@mtsu.edu (do not print and mail/deliver to our office)

☐ 7. Authorization for Payment of Extra Compensation (for administrative/classified employees teaching a class for extra comp)

***If an exception to SACSCOC criteria please include justification on the SACSCOC form including documentation of a minimum of 3 external sources of experience, honors, awards, etc that speak directly to the individual’s ability to teach and to exhibit an understanding of learning outcomes.

NOTE: Letters of Recommendation – should be specific to the adjunct position, addressed to the department chair, signed originals, and on letterhead. No general dossier.

ADJUNCT PAY DATES – Fall 10/1 – 12/31, Spring 2/1 – 4/30
ADMIN/CLASSIFIED Teaching for EC – Fall 11/1 – 12/31, Spring 3/1 – 4/30