

Adjunct Hiring Process

Administrative site: <https://jobs.untsystem.edu/hr/>

Applicant site: <https://jobs.untsystem.edu/>

Adjunct postings can be posted for the current academic year terms – Fall, Spring and Summer, one posting per year per program, as needed. A new posting is required for next academic year hiring.

1) Approval Process:

- a. Program Coordinator obtains approval from the Dean to create an adjunct pool.
- b. Dean reviews and approve posting draft prior to posting process.

2) Posting Process:

- a. Program Coordinator or the School Administrative Coordinator will create the adjunct posting(s) in PeopleAdmin, including:
 - i. Position Details (Position Information)
 - ii. Preferred Qualifications, if applicable
 - iii. Supplemental Questions, if desired
 - iii. Applicant Documents
 - iv. Guest User(s)
 - v. Applicant Reviewer(s) – only role that can disposition candidates
 - vi. Search Committee Members, if applicable
- b. Posting routes to the Dean for review and approval via PeopleAdmin.
- c. The Department Head/Chair (Dean) will make edits to the posting, if applicable.
- d. Once any edits have been made, Dean's Office will approve posting and move it to Talent Acquisition, using the status, "**Approve (move to TA/Academic Resources).**"
- e. Talent Acquisition will review posting. If revisions are needed, Talent Acquisition will push the posting back to the original initiator for revisions and the approval process starts over. If approved, Talent Acquisition will post to the applicant site.
- f. Once posted, the Initiator, Department Head/Chair (Dean) and Administrative Coordinator should be notified via an automated email from PeopleAdmin.

3) Applicants Apply:

- a. All applicants must apply through the Applicant Tracking System (PeopleAdmin) and all materials must be supplied through the system to be considered.
- b. The posting will be closed toward the end of the academic year given positions are open for all three semesters.
- c. Multiple applicants can be hired from the posting for the applicable position.
- d. Applicants cannot be hired from a previous academic year posting.

4) Selection Process:

- a. The online applications and required documentation will be reviewed.
- b. Candidate should be dispositioned (moved to the status within their application) in the PeopleAdmin to reflect the status:
 - i. Under Review

- ii. Phone Screen, if applicable
- iii. Interviewed, if applicable
- iv. Finalist, if applicable
- v. Interviewed, Not Selected – Emailed at Filled
- vi. Not Selected – Email Now OR Not Selected – Emailed at Filled
- c. Once a candidate is selected for hire, the **Program Chair (under the User Group of Applicant Reviewer), or other designated Applicant Reviewer** will change the applicant status to **Recommended for Hire**.
- d. The Program Coordinator or School Administrative Coordinator will create the offer letter and route it to the Dean for review, signature and return to the Administrative Coordinator.
- e. The department's Administrative Coordinator will review candidate's records to determine if a criminal history check (CHC) is required, in consultation in with Talent Acquisition.
 - i. New Hires - Background checks are required for all new hires.
 - ii. Rehires terminated in EIS (not showing as actively employed) – Background checks are required. Contact campus Talent Acquisition representative if there is an inquiry.
 - iii. Consult with the department's Administrative Coordinator for forms and templates.
- f. The department's Administrative Coordinator will immediately email the offer letter and Criminal History Check form to the candidate, as applicable.
- g. **A signed copy of the letter (including all pages) must be returned to the sender, generally the department's Administrative Coordinator.**
- h. The department's Administrative Coordinator will forward the completely signed offer letter and Criminal History Check (CHC) form to the campus Talent Acquisition representative.
- i. Talent Acquisition will create the hiring proposal for the adjunct.

5) Onboarding and Payroll Process:

- a. Once the adjunct is cleared for onboarding, the adjunct will receive an onboarding email from HREmployment@untsystem.edu. Background clearance is required prior to work commencing. Onboarding should be completed prior to starting.
- b. Talent Acquisition will forward a "New Employee Notification" to the Hiring Manager and Administrative Coordinator with detailed instructions, including I-9 requirements.
- c. Once the adjunct has completed onboarding and the I-9 verification process, as applicable, the department can then submit an ePAR with the signed letter attached.
- d. The ePAR will be approved by the Dean, Provost, Budget, Human Resources.
- e. Departments should also wait for ePAR instructions to be sent for the appropriate semester prior to submitting ePARs.
- f. Talent Acquisition will change the applicant status to **Hired** after the ePAR has finalized.

6) Faculty Credentials:

- a. The applicant is required to submit an official transcript of their last degree awarded or all applicable degrees to the applicable Dean's Office. **Transcripts need to be received no later than 7 days before start date.**
- b. The Adjunct Instructor will be responsible for uploading their syllabi into the Faculty Information System (FIS). The link and pertinent deadline information to upload these materials can be found on

the HB2504 Resources website: <https://www.untDallas.edu/provost/academic-affairs/hb-2504-resources.php>.

- c. If the Adjunct Instructor is new, has received a new degree, or has changes to what is currently on file the department must complete the Faculty Credential Summary and Justification form found at <https://www.untDallas.edu/provost/academic-affairs/processes-procedures.php> for the adjunct's file in the school/college along with new copies of official transcripts.

7) Resources:

- a. PeopleAdmin Training and Resources - [PeopleAdmin \(untsystem.edu\)](https://www.untsystem.edu/peopleadmin)
- b. Dallas Campus Human Resources - [Human Resources \(untDallas.edu\)](https://www.untDallas.edu/human-resources)
- c. Talent Acquisition General Inbox - HREmployment@untsystem.edu

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