RU Adjunct Faculty Appointments

Introduction to Adjunct Appointments

Effective Fall 2012, all Academic Departments will begin entering adjunct appointments into PeopleAdmin.

As in the past, based on the recommendations of the Department Chair and the Dean, the adjunct faculty will be appointed without specific class assignments for a three-year term by the Provost.

Initial appointments require the candidate’s credentials in accordance with the Southern Association of Colleges and Schools (SACS) accreditation standards; reappointment requests require evaluations of the adjunct for the previous appointment period and any updates to credentials.

After an appointment is issued and accepted by the adjunct faculty member, that person is eligible for semester assignment contracts during the three-year period. Appointments can be made any time prior to issuing an assignment contract; reappointments should be made anytime during the last semester of the previous appointment period.

Please Note: Adjunct course assignments and the related compensation have separate processes in Banner (SIAASGN/FLAC). Instructions for these processes are in the RU Adjunct Assignments: Faculty Load and Compensation Guide.

Advantages of the New System

1. Security of all personal data is kept in one database.
2. Applicant Tracking - A qualified pool of applicants for adjunct faculty positions is maintained.
3. Potential candidates are able to monitor and refresh their applications online.
4. When a position becomes available, hiring managers simply begin the selection process.
5. Automated multiple approval steps to ensure offers are made in a timely manner.
6. Automatically document the submission and approval of position changes.
7. Approval process is enhanced and the approval time reduced.
8. Departments can see the status of the approval process at any time.
9. Letters of appointment are generated efficiently.

Adjunct Appointment Workflow

Academic Departments will enter position descriptions to post adjunct advertisements in PeopleAdmin. After all approvals are received, Human Resources will post the advertisements in the appropriate venues as requested.
Applications will be received in People Admin.

Department Chairperson or designated persons will review applications and supporting documents. Departments will follow their internal interviewing and selection processes as established.

Hiring proposals will be processed and approved.

An appointment letter to the adjunct will be sent from the Office of the Provost with terms of the appointment.

Adjunct faculty will return signed appointment letter and other required documents.
   1. I-9 Form, Section I completed
   2. Selective Service Form
   3. Authorization for Criminal Background Check
   4. Employee Datasheet

The Office of Provost will approve the hiring proposal in PeopleAdmin and indicate that all required documents have been received from the new employee.

Human Resources is the final approval of the Hiring Proposal and will approve it once the I-9 and all supporting documentation has been received and verified. The originator of the Hiring Proposal in PeopleAdmin will receive an automatic electronic notification when the Hiring Proposal is approved by HR. The Adjunct’s information will then be keyed in Banner by an HR Data and Reporting Analyst which will create the individual’s RU ID. Once the information is in Banner, the Registrar’s Office will be notified.

**PeopleAdmin Prerequisites:**
- Departmental Users must have access to PeopleAdmin.
- Users must have a basic knowledge or receive training on the operations of People Admin.

**Advertising Adjunct Positions**

Most Adjunct Position Descriptions have been created in PeopleAdmin for departments and posted to the appropriate websites (i.e. Provost website, Inside Higher Ed, and [https://jobs.radford.edu](https://jobs.radford.edu)). If changes are required to the department’s adjunct posting the Department will need to submit a modification of the position description. (See HR’s step by step instructions regarding submitting modifications to position descriptions).

Positions will remain posted on [https://jobs.radford.edu](https://jobs.radford.edu) for a period of 1 semester (as indicated in the Requisition Form under Posting and Closing Dates) after which time HR will remove and repost as requested by the departments submitting a Modification of Position Description in People Admin, changing the beginning posting date and adding Comments that indicates the position is to be reposted for the next term (Fall, Spring or Summer). **Departments will be responsible for regularly reviewing the applications and making appointments.**
Information regarding creating a new position may be found on the Human Resources website under Training and PeopleAdmin. The role code 89576A should be used when creating a new adjunct faculty position.

Reminder: Please be aware that standard adjunct position descriptions have already been posted to Jobs@Radford.Edu and on the Provost website for most disciplines. Before creating a new position, make sure that the position has not already been created.

Advertising: New Discipline’s Position Using Copy Feature

The standard Adjunct Position Description template is Position A10000 and may be copied using the Copy Position feature.

Steps for Creating a New Position Description:

1. Log-in to PeopleAdmin
2. Click on Begin New Action, under Position Descriptions on the left-hand side of the screen.
4. Under Proposed Classification, Type in Role Code 89576A or Role Title Adjunct Teaching/Research Faculty and click on Search.

5. Role Title for Adjunct Teaching/Research Faculty should appear. Click on Select and Continue.
6. The Classification Details will be filled in. Click on **Continue to Next Page**.

7. Under Copy Position – Type in Position Number **A10000** and Search. The Copy Position tab can be used to copy a position description from a similar position that reports to you. All fields can be edited before sending for approval. The similar position can be searched using the Position Number (A10000). Enter information in the appropriate fields and click Search.
8. Once the position appears you can click View Summary to see a summary of the position or select the position by clicking Select and Continue.

From that point, you will make the necessary changes for your department’s needs. Changes include but may not be limited to:

a. Under Position Details:
   i. **Working Title** (Department name and “- Adjunct Faculty”),
   ii. **Is this position grant funded?** No
   iii. **Vice President Unit** – Provost 10000,
   iv. Department
   v. **Department User Access** (all users who will need access to view applications and assist in appointment process),
   vi. **Work Location** (Radford)
   vii. **Work Schedule** – *As assigned, may include weekends and evenings.*
   viii. **Hours Per Week** – 9
   ix. **Academic or Calendar Year** *(Calendar)*
   x. **Position Type** – Adjunct Faculty
   xi. **Position Status** – New Position *(Establish)*
   xii. **Supervisor Name**
   xiii. **Supervisor’s Title**
   xiv. **Application Type Accepted** – Faculty Employment Application
   xv. **Department Contact Information**
   xvi. **Job Summary** - Adjunct faculty positions supplement the faculty of a department wherever additional faculty are needed. Adjunct faculty hold, as defined by their letter of appointment, without eligibility for tenure; where authorized by the Dean, adjunct appointments may be renewed. Adjunct appointments do not guarantee course assignments.

Specific responsibilities of adjunct faculty are given in their letter of appointment. The specific starting and expiration dates for appointments are noted in their letter of appointment. Primary responsibilities include teaching.
undergraduates in the area of the candidate's specialization. Selected candidate may be required to teach in RU's Core Curriculum as needed. Adjunct faculty shall be evaluated in every course, including summer session.

xvii. Required Qualifications (Auto-filled)

xviii. Preferred Qualifications (Auto-filled)

xix. Education/Experience (Auto-filled)

xx. Required Certifications and Licensures (if any)

xxi. Click on Continue to Next Page

b. Under Budget Information
   i. Budget Code (Complete FOAP must be listed – F11020-Departmental Org#-611451-P10110),
   ii. Click on Save Changes

c. Under Major Responsibilities of Position
   i. Description of Job Task/Responsibility (Auto-filled – may amend as needed and Add New Entries)
   ii. Click Continue to Next Page

d. Under Employment Conditions
   i. Select Must have a criminal background check
   ii. Select Not Applicable for Physical Requirements unless otherwise directed.
   iii. Environmental Conditions – Select Not substantially exposed – adverse environmental conditions (most clerical/administrative positions)
   iv. Mental and Cognitive Requirements – Select Essential for all requirements listed.
   v. Click Continue to Next Page

e. Under Supplemental Documentation
   i. You may attach a memo or organizational chart
   ii. Click Continue to Next Page

f. Under Requisition Form
   i. Hiring Range – leave blank
   ii. Special Requirements - Applicants must submit an unofficial copy of transcripts with the application. Adjunct instructors will be expected to attend a scheduled adjunct orientation as offered upon appointment. Date/time to be announced each term.
   iii. Contact Name for Applicant – Chair or Director’s Name / Administrative Assistant’s name
   iv. Contact Phone Number – Office main number
   v. Type of Recruitment – General Public
   vi. Posting Date and Ending Date – MM/DD/YYYY

1. Dates are at the discretion of the department head. Suggested dates are as follows.
   a. New Spring Appointments - Advertisements should be posted as early as August 27 through December 7 (to allow time for selection and appointments to be processed prior to January 1st).
   b. New Summer Appointments - Advertisements should be posted January 7th through June 1st
   i. Reminder: Department will need to process appointments prior to May 10th for Maymester, Summer I and III
ii. Reminder: Department will need to process appointments prior to June 25th for new Summer II appointments;

c. New Fall Appointments - Advertisements should be posted June 16th (or before) through July 31st (to allow time for selection and appointments to be processed prior to August 10th).

g. **Optional Applicant Documents** – check all that apply. Resume and Teaching Philosophy are auto-selected.

h. **Required Applicant Documents** – check all that apply. Cover letter, Curriculum Vitae, Name and Contact Information of Reference 1 and 2, and Other Document are auto-selected.

i. **Special Instructions to Applicants** – *Type in the following information.*

   i. **OTHER DOCUMENTS ARE TRANSCRIPTS**

   Applicants must submit an unofficial copy of transcript with application.

   ***The official transcripts will be required upon selection for hire.

   Official transcripts must be sent directly to the Office of the Provost, Attention: Heather Miano, Campus P.O. Box 6910, Radford University, Radford, VA 24142

j. **External Advertising Sources:**

   i. Click HigherEdJobs.com

   ii. Please be advised that if you click on any other advertising agency, your department will be financially responsible for the publishing of the advertisement.

k. **Other Advertising Sources:**

   i. Please type in Provost’s website.

l. Click **Continue to Next Page**

9. **Under Comments**

   a. If you have a Screening Question that you wish to have HR to add to your advertisement, please type it in. If the applicant does not answer the question or the answer is no, their application will not be forwarded to the Reviewer for consideration of hire.

   i. Example 1: *Do you have a master's degree in the discipline/area for which you are applying?*

   ii. Example 2: *Do you have 18 credit hours of instruction in the discipline/area for which you are applying?*

   b. Add Note to Budget: *This action is for advertising for adjunct faculty appointments. Please approve and forward action to HR for posting.*

   c. A note to Human Resources will be added by Level 3 (Office of the Provost) about the position number (if required).

   d. All comments should be followed by the date and the end-user’s initials in parenthesis.

   e. Click **Continue to Next Page**

10. **View New Position Description Summary**

   a. When you finish and you are ready to submit for approval, click on **Submit Action to Level 2**; or

   b. If you only want to save action and will submit it later for approval, click on **Save Action Without Submitting**.

   c. Click **Continue**. You will then click Confirm and will see a message indicating the status of the Action has successfully been changed to Action Submitted to Level 2.

   i. **Reminder:** The action has not been submitted until the confirmation is displayed.
Notes:
1. All actions requesting to establish a new position and advertise a position must be routed through the approval process. Each level of the approval process will receive a system generated email notifying them of the action to be taken as the action is submitted to higher levels.
2. The status of the action can be reviewed by clicking on Search Actions under the Position Descriptions section. Search by any position identifier (employee name or position number) and ensure that the Action Submitted to Level 2, 3, Budget, Sponsored Programs, and HR boxes are checked. Click Search.
3. Once the action is approved and is sent to HR, the assigned HR Data & Reporting Analyst/Manager will establish the position. This process may take a couple of days. The assigned HR Data & Reporting Analyst/Manager will contact the person listed as Department Contact regarding posting details after the position has been established and a position number has been created.

A copy of the standard adjunct position (#A10000) has been provided for you as an attachment to this document.

Steps for Modifying an Existing Position Description (To Post Advertisement):
1. Log-in to PeopleAdmin
2. Click on Begin New Action, under Position Descriptions on the left-hand side of the screen.
4. Enter the Position Number or the Employee First Name and Employee Last Name and click on Search.

5. You will be in the Modify Existing Position Description screen. You will have the option to View Summary or to Start Action. In order to modify the Position Description you will need to click on Start Action.

6. After Starting the Action, you will need to make modifications to the position description under the specific tabs:
   a. Current Job Description
   b. Proposed Classification
   c. Position Details – enter any modification in department/position details for the position
   d. Budget Information – if you need to change the FOAP.
   e. Major Responsibilities of Position
   f. Employment Conditions
   g. Supplemental Documentation – you may attach or remove documents.
7. After all modifications are complete, you may preview your action.
   a. When you finish and are ready to submit for approval, click on **Submit Action to Level 2**; or
   b. If you only want to save action and will submit it later for approval, click on **Save Action Without Submitting**.
   c. Click **Continue**. You will then click Confirm and will see a message indicating the status of the Action has successfully been changed to **Action Submitted to Level 2**.
      i. **Reminder**: The action has not been submitted until the confirmation is displayed.

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**IMPORTANT!!!!**

After submitting the initial Position Description to be advertised (action was submitted to Level 2 for approval), you must create/copy additional Position Descriptions for the number of anticipated appointments (using the Save without Submitting Feature).

Please email the Office of Academic Budgets and Administration the action numbers of the positions created. They will in turn add a comment indicating the position number to be assigned and notify Human Resources that the position has been created.

This process ensures that your department has a sufficient number of positions available for appointments.
Selecting and Hiring an Adjunct - The Hiring Proposal

**IMPORTANT:**
Adjunct Faculty Appointments must be submitted by the 1st of the month of appointment unless Academic Affairs provides an alternate date. All supporting documentation must be attached to the hiring proposal.

Prior to beginning entering the Proposal, the Originator must have the following information:

- Name Prefix (i.e. Dr., Mr., Ms., Mrs.)
- Individual’s legal name
- SSN
- Date of Birth
- Address
- Primary phone number

**Applications** - Once the job posting opens and applicants start applying, you can view the applications by going to your Active Job Postings and clicking ‘View’ under the Job Title.

You will then get a list of applicants along with their resumes, cover letters, and other attached documents. By clicking on each item, you can view and screen each candidate.

After each step of the screening, interviewing, and hiring process, you should update each remaining applicant to his/her current status until all applications become inactive. You will receive a list of status options once you click “Change Status” under the Status heading.

Once you have identified the top candidates to interview, you will ‘Change Status’ of each candidate to ‘Interviewing.’
At this status, you now have the option to ‘Begin Hiring Proposal.’ After completing the interviews, select ‘Begin Hiring Proposal’ for your selected candidates.

**Beginning the Hiring Proposal**

1. Change the status of the applicant you want to hire to **Recommend for Hire**
2. Click on **Save Status Changes**

Note: Do not stop at this step. You must continue through all of the steps below in order to submit the hiring proposal for approval.
3. Click on **Begin Hiring Proposal** (under applicant’s name)

4. Click on **Start Action** under **Hiring Proposal for Position Description Listed Below**

5. In Create Hiring Proposal for Position Description Below, enter the information in each of the listed fields and any other fields required which are denoted with an asterisk (*).
   
   a. SSN
   
   b. Birthdate
   
   c. Anticipated Begin Date
   
   d. Standard hiring dates for adjunct appointments are:
      
      i. **August 10, 20XX** for Fall Semester
ii. **January 1, 20XX** for Spring Semester

iii. **May 10** or **June 10, 20XX** for appointments beginning in the Summer sessions

e. Comments/Explanation/Special Pay Instruction – Enter the FOAP for the Adjunct’s Organizational budget (this should be the same as you used in the Position Description).

6. Click **Continue to Next Page**

7. Select the appropriate **Action Status**
   a. Select **Save Hiring Proposal Without Submitting** to save and return to the proposal at a later time.
b. Select **Submit Hiring Proposal to Level 2** or the next highest approver to submit the Hiring Proposal for approval.

8. Click **Continue**
9. Click **Confirm**

**Searching Hiring Proposals**

To check the status of your Hiring Proposal:

1. Click **Search Hiring Proposals** under **Job Postings**
2. Select the appropriate search criteria
3. Click **Search**

4. Once you locate your Hiring Proposal, click View under the title to either:
   a. **Submit Hiring Proposal to Level 2** after you have saved it.
   b. View the Hiring Proposal as it is being approved.
   c. Approve the Hiring Proposal that has been sent to you for approval.
   d. Edit a Hiring Proposal that was returned to you.

5. To check the status of your Hiring Proposal, you may search for it at any time. Click on left hand side of the screen “Search Hiring Proposals”.

6. The Office of Human Resources will notify you once final approval has been obtained.

**Approvals**

The following offices will review and approve the Adjunct appointments using the Search Hiring Proposals feature:

- Level 2 – College Dean, Appointing Authority approver
- Level 3 – Provost
- Budget
- Approvals by the President will be coordinated through the Director of Human Resources.
- Human Resources – this is the final approval.

**Comments** should be added to Hiring Proposals for reviewers to read as they examine adjunct documents or Hiring Proposal. (All comments should include the date and the end-user’s initials in parenthesis.)

Examples:

1. **Original transcript has been requested by the appointee to be mailed directly to the Provost Office. Unofficial transcript has been forwarded to the Dean/Provost.**
2. **Supporting documentation has been routed to the Dean/Provost.**
3. **Provost Office has transcripts or other supporting documents.**
4. **Appointment Only – Request that OBFP approve this action and forward to HR.**

**Level 2** - The **Dean** will review the documents and hiring proposal. He/she may add a comment indicating that the adjunct proposal is approved.

**Level 3** - The **Office of the Provost** will generate a contract letter to the Adjunct candidate to appointment him/her for a three year appointment. After receiving the signed appointment
letter and other required documents returned from the adjunct faculty, the Level 3 approval will be applied to the hiring proposal and the action will be forwarded to Budget.

**The Budget Office** will review the hiring proposal and approve the action.

**Human Resources** is the final approval of the Hiring Proposal and will approve it once the I-9 and all supporting documentation has been received and verified. The originator of the Hiring Proposal in PeopleAdmin will receive an automatic electronic notification when the Hiring Proposal is approved by HR. The Adjunct’s information will then be keyed in Banner by an HR Data and Reporting Analyst which will create the individual’s RU ID. Once the information is in Banner, the Registrar’s Office will be notified at which time the Adjunct is available for course assignment, training and all university services are made available (i.e. parking, Email, etc.).

**Reappointments of Adjunct Appointments**

Prior to the end of an adjunct faculty’s appointment, if the Departmental Chair wishes to reappoint the employee for an additional three-year term, the department user will need to Modify the Position Description Summary by searching for the Position Number or Employee Name.

The Adjunct Faculty’s current Vitae, and summary of the adjunct faculty member’s evaluations for the previous appointment period must be submitted to the Dean’s office.

The Modification of Position Description Summary (recommendation for reappointment) should include a description or list of the courses that the faculty member will be teaching. If the faculty has an updated transcript of post-graduate work, an original document must be submitted to the Office of the Provost in accordance with SACS accreditation standards.

The Department should modify the PD Summary as needed. In the Level 1 Comments, enter “Recommendation for Reappointment – [dates of appointment]” and **Current address**, followed by the Chair’s name and date.

Save and Submit Action to Level 2 for the Dean’s approval. The approval flow and process of documents are the same as listed in the previous section.

The originator of the Position Action in PeopleAdmin will receive an automatic electronic notification when the Position Description Modification is approved by HR. The Adjunct’s reappointment will then be keyed in Banner by an HR Data and Reporting Analyst. Once the information is in Banner, the Registrar’s Office will be notified and the department may begin assigning the adjunct courses for the next term.
Need Assistance?
This Manual provides step-by-step instructions for each action required for the adjunct faculty appointments. If you encounter problems in using any function in PeopleAdmin, check the Human Resources website (under Training). If you cannot resolve problems after checking the resources provided online, contact the Human Resources Office directly. If you have questions about the established Adjunct Appointment Process, contact the Office of Academic Budgets and Administration (Connie Phillips, cphillip@radford.edu or Heather Miano, hmiano@radford.edu).
Attachment(s)

Overview of the Adjunct Appointment Process

Position Description Summary – Position Number A11000 (standard adjunct position description for advertising).