



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. **Electronic EPAF** submitted for Adjuncts / 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** specific to the adjunct position, addressed to the department chair, no general dossiers. (Recommendation letters **should not** be character references. Must be within the last year, and for SACSCOC exceptions, letters must be from external sources). Letters of recommendation should be received **directly from the recommender**, and, if sent via an email, emails attached to letters of recommendation.
- 5. Official Transcripts for **All** College Degrees **SENT DIRECTLY TO MTSU (cannot be issued to student or faxed!!!!)**. For transcripts received electronically, emails should be attached to hiring paperwork.
- 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.**

**ADJUNCT PAY DATES – Fall 9/1 – 12/31, Spring 2/1 – 5/31
ADMIN/CLASSIFIED Teaching for EC & Faculty OVL – Fall 11/1 – 12/31, Spring 3/1 – 4/30**