

### **Adjunct Faculty Identification Process**

1. When adjuncts are needed, Division Chairs (DC) inform HR to post vacancies.
2. HR posts vacancies per their practice.
3. DC receive notification when new applicants are entered into NeoGov. (all applicants and inquiries must be sent through NeoGov.)
4. DC (or the VPAA in summer) will contact potential applicants and do reference checks. If selected, the Hiring/Credentialing process will begin.)

### **Hiring/Credentialing Process**

1. DC notifies HR (Ardell) and VPAA's office (Becky) via email the adjunct they recommend to hire. Included in the email is the person ID number assigned to the person in NeoGov.
2. HR (Ardell) will follow the HR hiring process. If the candidate is successfully processed, HR (Ardell) will enter him or her into Banner and notify VPAA's office (Becky) when complete.
3. VPAA's office (Becky) will attach new hires to the requested class(es), enter into WEAVE, notify DC that credentials need to be added to Weave, and contact Distance Education Coordinator to add new hire to the online orientation class.
4. HR (Ardell) uploads credentials into WEAVE. DC will review credentials in WEAVE while waiting for official transcripts and verify CIP code alignment prior to the beginning of the class.
5. HR will enter official transcripts into WEAVE but NOT verify them in WEAVE. They will notify the DC when official transcripts are uploaded in WEAVE.
6. DC will verify transcripts and CIP codes for alignment with course assignments.
7. Faculty will work with DC's and with HR (Ardell) to update any additional credentials in Weave as well as using Weave as the tool to identify exceptions.

Prior to the beginning of each term, DC's will review credentials in WEAVE for alignment with CIP codes and the credential matrix.

### **EXCEPTIONS**

**When an adjunct with full credentials cannot be hired, a DC may request an exception for a faculty assignment from the VPAA.**

The DC will request via email an exception for a faculty based on experience and/or coursework.

If the VPAA grants approval, the email will be forwarded to DC and HR.

The DC will enter into WEAVE the justification for the exception and notify the VPAA once that is entered. If additional documentation is required for the justification HR will update by uploading to Weave after documentation is received.

The DC will monitor exceptions for expiration dates to ensure faculty do not teach beyond the timeline.