

Instructions for Hiring Term by Term Adjunct Instructors

1. Potential TxT adjunct instructors **MUST** apply through a Division's pooled position at jobs.sou.edu:
 - OCA: <http://jobs.sou.edu/postings/7171>
 - OCA (MUPs) <https://jobs.sou.edu/postings/6555>
 - UGS: <http://jobs.sou.edu/postings/6937>
 - SS: <http://jobs.sou.edu/postings/6870>
 - DEHL: <http://jobs.sou.edu/postings/6860>
 - HC: <http://jobs.sou.edu/postings/6852>
 - STEM: <http://jobs.sou.edu/postings/6848>
 - BCE: <http://jobs.sou.edu/postings/6842>
- a. Required documents for pooled positions include Cover Letter, CV, and a list of References. The Adjunct Instructor pools will be refreshed every three years and all candidates will be notified by HR of the requirement to re-apply for continued consideration. This includes those candidates that have been hired previously.

Applicants remain in the workflow status of "Under Review by Search Committee" in PeopleAdmin until the final TxT spreadsheet is sent to HR. Upon receipt of the spreadsheet, HR will change the employee workflow status to "Hired" (this may be after their start date). Please note, adjunct instructors may still complete required employee documents and teach while in the status of "Under Review by Search Committee". **This is for HR's purposes only.**

2. For an applicant to be hired:
 - a. Once a candidate is selected for hire, complete the TxT New Hire Questionnaire, https://docs.google.com/forms/d/1CGEHPkDeYrVg35vjUz6_SVrNcd9-9yvqFkQo9UB4gD8/edit?ts=5cceb8e7 (This link can also be found on HR's recruiting site). An email notification is then sent to the Academic Resource Officer (ARO) for Provost's Office approval. ARO will note approval on shared google doc. This will provide HR the information needed to send the new employee new hire paperwork (this is now completed electronically).
 - b. Once paperwork is complete, HR will assign an ID number and route the New Account Request form to the Division Director in the PeopleAdmin Onboarding system. This will route the form directly to IT once electronically signed and submitted by the Director. Schedulers can view the shared google doc to see when the 940# has been assigned by HR which will also tell them when the New Account Request form has been sent to the Director.
https://docs.google.com/spreadsheets/d/1jrS44Gj2Gv_7DRdfdJc6chxpyR9CNk-UiHFfw_hZ-Ns/edit#gid=1283182030
 - c. Email ARO so that the adjunct's name can be added to Banner [SIAINST] for scheduling. Ensure to provide ARO with the name of the instructor, instructor's 940 ID number, and the course prefixes for which the instructor will be teaching.

3. If an applicant does NOT hold at least a Master's degree, the requesting department is required to complete a TxT Exception Form which can be found here:

Box\Provost READ_ONLY\TxT Information

Once you have completed a TxT Exception form, submit to the ARO in the Provost's Office and await for notification of approval. Once approved, you may continue with the hiring process. An exception form is not needed for PEA course instructors holding a Bachelor's degree.

4. Schedulers add the new adjunct hire to the course schedule through Banner.
5. **Make sure the adjunct instructor is included in the TxT spreadsheet** to ensure a contract is generated, salary is paid, and benefits are calculated. Adjuncts included in the course schedule before data is pulled by Academic Resource Officer (**about Aug 1 for Fall, Nov 1 for Winter, Feb 1 for Spring**) should be automatically pulled into the TxT spreadsheet by Banner. For adjuncts added to the course schedule AFTER these dates, you will need to manually add these adjuncts to the TxT spreadsheet. The working TxT spreadsheet can be found here:

Box\Provost READ_WRITE\Term by Term Spreadsheets

Past TxT spreadsheets can be found here for reference:

Box\Provost READ_ONLY\Term by Term Spreadsheets

For Term by Term spreadsheets:

- a. Verify instructor names and courses are correct. **If changing a name then change 940#, this is very important because we pay by 940#.**
- b. Indicate by using the pull down menu if instructors are Professional, Professorial, etc. (this will determine rate of pay).
- c. Check and/or modify ELU loading.
- d. ARO will monitor enrollment for classes with less than 10 students enrolled.
- e. Check pay index code.
- f. Using the pull down menu indicate if instructors are teaching in overload.
- g. Using the pull down menu indicate if instructors are "New Employees" or "Returning Employees".
- h. Using the pull down menu indicate if instructors are PERS retired adjuncts.
- i. ARO will fill in any missing employee addresses, column AM.
- j. Once spreadsheets have been completed and screened for accuracy, put your initials in the Preparer initials field and ensure Division Directors initial next to completed courses and instructors. This is ARO's notification to add faculty members to the final TxT spreadsheet.

6. Once these actions have been completed, the Provost's Office will generate and email contracts to instructors and send the final TxT spreadsheet to HR/Payroll for processing.
7. Here is some reference information for new instructors as they begin their transition
 - a. Link to the Center for the Advancement of Teaching and Learning page: <https://inside.sou.edu/catl/index.html>
 - b. The adjunct teaching tab: <https://inside.sou.edu/catl/teaching-at-sou.html#adjunct-faculty>
 - c. Moodle How-Tos: <https://inside.sou.edu/catl/moodle-how-tos.html>
8. All new instructors must complete the Family Educational Rights and Privacy Act (FERPA) training, which can be scheduled with Assistant Vice President for Enrollment Management & Student Services, Matt Stillman (stillman@sou.edu).
9. All new instructors must complete Title IX training which will automatically be scheduled by Human Resources within 90 days of employment.