Instructions for hiring Term by Term Adjunct Instructors

1. Potential TxT adjunct instructors **MUST** apply through a School's pooled position in Workday.

   A. **For non-SOU employees, TxT candidates need to apply to the <u>external site</u> at** Career Opportunities at SOU

      - ACO:
        - Communication, Media & Cinema
        - Art & Art History, Emerging Media & Digital Arts (EMDA) and Creative Writing
        - Music including Applied Music Lessons
        - Theatre including Shakespeare Studies, Dance and Musical Theatre
      - BCEM:
        - Business including MBA and Innovation & Leadership
        - Science including Biology, Chemistry, Physics, and Environmental Science, Policy & Sustainability
        - Computer Science and Mathematics
      - ELHH:
        - Education
        - Health & Exercise Science, and Outdoor Adventure Leadership
        - Humanities including English Studies, Spanish & American Sign Language, and Philosophy
      - SSCI:
        - Criminology & Criminal Justice, Economics, History, International Studies, and Power & Politics
        - Psychology and Clinical Mental Health Counseling
        - Gender, Sexuality & Women's Studies, Native American Studies, Sociology & Anthropology, Human Service, and Healthcare Administration
      - ULUS:
        - First Year Seminar, Undergraduate Studies, and Honors College
      - ATHLETICS:
        - Athletics

   B. **For current SOU employees, TxT candidates need to apply to the <u>internal site</u>**. They can follow the process to apply at Career Opportunities (Current Employees)

   - Required documents for pooled positions include Cover Letter, CV, unofficial transcripts and a list of References. The Adjunct Instructor pools will be refreshed every three years.

   - Once an ID number has been assigned, email the ARO (Stacy Shaver) 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 ID number, the term they will be teaching and the course prefixes** for which the instructor will be teaching.

2. 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 and await 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.

3. Schedulers add the new adjunct hire to the course schedule through Banner.

4. **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 the ARO (**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

5. 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 School 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 upload information into Workday 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 Matt Stillman, the University Registrar (stillmam@sou.edu)

9. All new instructors must complete Title IX training which will automatically be scheduled by Human Resources within 90 days of employment.