ADJUNCT NEW HIRE APPROVAL PROCESS AND PROCEDURES

Effective: July 16, 2008

ADJUNCT FACULTY SERVICES OFFICE (AFSO)

(I) ADJUNCT NEW HIRE APPROVAL PROCESS (Fast-Track and Expedited)

All lead faculty members and site administrators requesting new adjunct hire services will communicate directly with Dr. Candy Fish or her designee either (A) Face-to-Face or via (B) Email. Lead faculty members and site administrators will submit or provide the following information (hard copy or email attachment) to Dr. Fish or her designee:

- Specific request to hire an adjunct and for what discipline(s)
- Specific start date (term or semester)
- Candidate resume
- Candidate transcript copies (Doctorate, Ed. Specialist, and Master’s)
- Completed credentialing sheet with suggested or proposed assignment(s)

(A) Face-to-Face Communication---Dr. Fish or her designee will scan or fax the above information and/or documents to Dr. Jean Lewis ASAP. Dr. Lewis will review and evaluate the required information and documents with a focus on determining accreditation status of the universities and colleges attended, possible historical information about the proposed candidate, initial credentialing recommendations, etc.

Concurrently, Dr. Fish or her designee will send an email message (Copied to Dr. Lewis and lead faculty member or site administrator) to the candidate acknowledging receipt of their application and required documents, thanking them for their interest in FSEHS, and apprising them of the status of their application request.

Upon completion of Dr. Lewis’ final review and approval process, she will scan or fax a copy of her cover/approval document (with comments and recommendations) to Dr. Fish or her designee. Upon receipt of the cover/approval document from Dr. Lewis, Dr. Fish or her designee will proceed with the collection of all formal documents required of new hires that have a specified start date for a teaching assignment. Dr. Fish or her designee will transmit an email message (copied to Dr. Lewis and the requesting lead or site administrator) to the candidate updating them on the status of their application and requesting any missing documents. Concurrently, Dr. Fish or her designee will initiate the formal credentialing process with the content responsible lead faculty and the Dean of Faculty. Upon completion of the collection of all the required original documents and the completion of the formal credentialing process, Dr. Fish or her designee will interface with Employee Services to activate the candidate for an impending teaching assignment(s).

*** (Dr. Diaz and Dr. Driscoll have been designated by the University to oversee the credentialing process in compliance with SACS requirements. In the past, several adjuncts have
been credentialed solely on the basis of their resume without a review of their official transcripts and copies of their declared certificates and licenses. Upon review and evaluation of the previously delineated documents, it was determined that the adjuncts in question were not eligible to teach the courses for which they were initially credentialed. Consequently, Dr. Diaz and Dr. Driscoll have been working with Dr. Fish and her designee to ensure that every new hire candidate is credentialed according to SACS guidelines.)

(B) EMAIL COMMUNICATION---All email requests from lead faculty members or site administrators for adjunct new hire consideration will be sent directly to Dr. Fish or her designee. Dr. Fish or her designee will forward this email communication to Dr. Lewis. Dr. Lewis will review and evaluate the required information and documents with a focus on determining accreditation status of the universities and colleges attended, possible historical information about the proposed candidate, initial credentialing recommendations, etc.

Concurrently, Dr. Fish or her designee will send an email message (Copied to Dr. Lewis and lead faculty member or site administrator) to the candidate acknowledging receipt of their application and required documents, thanking them for their interest in FSEHS, and apprising them of the status of their application request.

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(II) ADJUNCT NEW HIRE APPROVAL PROCESS (Unsolicited Applications and Requests)

All unsolicited applications and requests generated through the AFSO website or other sources will be processed by Dr. Lewis. Once an application or request is received by Dr. Lewis, she will send an email message (copied to Dr. Fish or her designee and the source of the request if internal) to the candidate informing them of the receipt of their application or request, thanking them for their interest in FSEHS, and apprising them of their application or request. Upon receipt of the required Adjunct New Hire documentation from the candidate, Dr. Lewis will conduct an initial review to determine if the candidate should be considered for further review by selected content responsible lead faculty or program administrators or if the submitted paperwork should be filed for future consideration.
Should the decision be made for further review by selected content responsible lead faculty or program administrators, Dr. Lewis will fax or scan the required new hire information/documentation to the lead faculty or program administrators (copied to Dr. Fish or her designee). If the lead faculty or program administrators request (through face-to-face or email communication) the hiring of a candidate the Adjunct New Hire Approval Process will be facilitated by Dr. Fish or her designee after receipt of the cover/approval document with comments and recommendations from Dr. Lewis.

All unsolicited letters of application and resumes received through any source within FSEHS will be directly forwarded to Dr. Lewis for review and processing. Upon receipt of these unsolicited documents, Dr. Lewis will follow the same procedures listed above in (II) **ADJUNCT NEW HIRE APPROVAL PROCESS** (Unsolicited Application and Requests).