

Adjunct Faculty Hiring Workflow

Adjunct Appt Initiated (Dept/College)

Complete Adjunct Appt Form

- Ensure all fields are complete (esp. DOB and UIN, if applicable)
- Send for signatures using "Attach to Mail" buttons on PDF form

Collect CV

Collect Graduate
Transcripts (if
possible) and
complete graduate
teaching
certification (if
applicable)

Send to
Credentialing by
clicking "Submit to
Credentialing"
button on form
(upload all
necessary
documents)

Credentialing (AA)

Adjunct Appt Form

CV

Graduate
Transcripts (Collect from Appointee if not Provided)

Upload to
Academic Affairs
using "Submit to
AA" button on PDF
form, with all
required forms

Academic Affairs Administration (AA)

Create Person Record

Enters in Highest Degree Info (if applicable, not available)

AVPAA Signs Appt Form

Contingent Notice
of Appt Sent to
Employee (MIDAS
Creation, OnBoarding, Pending
Work Auth/
Background Check,
Training)

On-Boarding Documents Collected (AA, HR/Payroll)

Collects 49 (for AA)

Collects Signed S\$C (for HR/Payroll)

Collects
Compliance Forms