

APPOINTMENT PROCESSING CHECKLIST FOR ADJUNCTS

Important Note: Adjuncts with incomplete files will **NOT** be put on payroll until all documentation shortages are resolved and on file in the Office of Academic Affairs.

Name: _____ Date: _____
Last First

Department: _____ Effective Date: _____

PLEASE USE THIS CHECKLIST AND ASSEMBLE DOCUMENTS IN ORDER, FROM TOP TO BOTTOM, WHEN PREPARING THE ADJUNCT PACKET. PLACE THIS FORM ON TOP OF THE ITEMS BELOW AND FORWARD THE ENTIRE PACKET TO ACADEMIC AFFAIRS.

1. Adjunct online application (printed from <http://jobs.uco.edu/hr>) and the posting number: _____
2. HLC Faculty Qualifications Departmental Form
3. Letter of Application
4. Resume/Vita
5. Official Transcripts for *highest* degree earned
6. List of three (3) professional references contacted and verified. **At least two (2) references must be individuals other than UCO employees.** (Please sign that references have been contacted and verified.)

Please check the appropriate box if any of the following are applicable:

- Returning adjunct with a lapse in service of one year or longer or a full-time faculty member who has resigned or retired; include items 1, 2, 3, and any updated transcripts or vita.
- A credential exception is recommended. Include letters of justification from the Chair and Dean.
- Adjunct is a UCO employee. Include the "Employee Applying as an Adjunct" form.

ALL NEW AND RETURNING ADJUNCTS (WITH A LAPSE OF SERVICE OF A YEAR OR MORE) WILL REQUIRE A BACKGROUND CHECK. THEY WILL BE CONTACTED BY HR TO PROVIDE ADDITIONAL REQUIRED INFORMATION. THE DEANS' OFFICE AND THE DEPARTMENT WILL BE NOTIFIED WHEN THE BACKGROUND CHECK IS COMPLETE. ONCE NOTIFICATION HAS BEEN RECEIVED, PLEASE DO THE FOLLOWING:

- Complete the "Employee Security Access Form" and submit to the UCO Service Desk (Library).
- Complete "Class Schedule Change" forms and submit to Ms. Sue Rempe naming the adjunct Instructor of Record.
- The adjunct will be contacted by HR to provide any additional required information to complete the hiring process. Please remind the adjunct that this process must be completed before the first day of classes.

The above-listed required documents are attached, unless otherwise noted above. I recommend this applicant for hire as an adjunct.

Department Chair's/School Director's Signature

Date

I have reviewed the applicant's materials and recommend him/her for hire as an adjunct.

Dean's Signature

Date

Academic Affairs

Date