

COLLEGE OF ARTS & SCIENCES

Hiring Process for New Adjunct Faculty

Department Chair/Admin	Dean's Office Admin
<ul style="list-style-type: none"> ■ Find/interview potential adjunct 	
<ul style="list-style-type: none"> ■ Request documents listed below; send to the <u>dean's office</u> (not HR): <ul style="list-style-type: none"> -CV/resume, if not already submitted -Official Graduate Transcripts sent <u>directly</u> to dean's office; can be a paper version or official PDF. Undergrad transcripts are not needed. <i>Photocopies, paper copies in unsealed envelopes, or forwarded PDFs <u>cannot</u> be accepted.</i> -Background Check Authorization Form -Student Loan Certification Form 	
<ul style="list-style-type: none"> ■ <u>Supervisor</u> completes Faculty Credentials Form (send to dean's office) 	
	<ul style="list-style-type: none"> ■ File/forward documents from department ■ Request new CWID; forward to department ■ Arrange meeting with new adjunct for other paperwork and onboarding information
<ul style="list-style-type: none"> ■ (<i>with CWID</i>) Initiate ePAF ■ Create and send Adjunct Faculty Appointment Letter; forward signed copy to dean's office ■ Arrange phone/office space, if necessary; notify dean's office for directory 	
	<ul style="list-style-type: none"> ■ Add to Blackboard adjunct group ■ Create/file personnel folder ■ Upload credentials for SACS

OTHER HIRING PROCESSES

- For **RETURNING ADJUNCTS**: The department completes an ePAF and I-9 reverification form, and the adjunct completes a background check self-disclosure form. The reverification and self-disclosure forms are required after any break in employment, including the breaks between semesters. If it has been more than one year since the employee's last background check, a full background check form must be done. If it has been more than three years since the employee's last I-9, then a full I-9 form must be done. The department sends these forms directly to HR (write temporary ePAF # on forms to expedite processing). If there has been a break in employment long enough for the employee's username to be deactivated, then a new WIN Account Request form will need to be completed and emailed to helpdesk@winthrop.edu (or the employee can physically go to the IT office and do it in person).
- For **NEW STUDENT EMPLOYEES**: The department initiates the student hiring process via the ATS system (contact HR for help/instructions for this system), the student completes an I-9, Federal W-4, SC W-4, and (optional) direct deposit form, and the department then does e-verify. No background check is necessary, and forms should be sent directly to HR. For the I-9, students may need to be specifically told to bring their ORIGINAL documents (not a copy or photo of something), because sometimes they have to get the documents from a parent's house. Write e-verify case # and ePAF # on the I-9 form to help HR expedite their processing step. Paperwork for international students is handled by the International Center (x2133).
- For **RETURNING STUDENT EMPLOYEES**: If a student has worked on campus before, either in your office or elsewhere, then they will probably already have an I-9, W-4, and direct deposit form on file. Check the I-9 Inquiry system to see if you need to do a full I-9/e-verify or just the reverification, but typically departments will only need to do the I-9 reverification and the ATS process.
- For **NEW FULL-TIME FACULTY**: The dean's office and/or Academic Affairs will handle all paperwork and most onboarding. The department will assign office space and phone numbers (and notify the dean's office of that information for the directory), and will notify the Space & Scheduling Coordinator of which courses the faculty member should be assigned to in Banner.
- For **FULL-TIME FACULTY DUAL EMPLOYMENT**: If a full-time faculty member teaches an overload or gets a stipend for other work between August 15 and May 15, they will need a temporary ePAF to cover that assignment. No paperwork is needed, but make sure to check the "dual employment" box on the last page of the ePAF to make sure that it is routed correctly (unless the teaching overload is within the department/college, in which case check the "faculty overload" box instead). Summer teaching is not typically dual employment, except for department chairs and a few other faculty who are on 10.5 or 12 month contracts.