

Appointing a New Adjunct

Things to know before starting the process:

- Adjunct applicants must meet the SACS credential requirements in order to receive an appointment to Radford University.
- Recent Radford University retirees or employees whose full time position with Radford University has ended, must have been separated from state service 6 months before applying.
- Appointments are for three years, normally beginning August 10,xxxx to August 9, xxxx. An adjunct can be appointed anytime in the year, however, end dates will be August 9, xxxx.
 - Dr. Y is hired January 10, 2018, his ending date will be August 9, 2021.
 - Dr. A is hired May 25, 2018, ending date would be August 9, 2021
 - Dr. H is hired August 10, 2018, ending date would be August 9, 2021.
 - Dr. M is hired October 10, 2018, ending date will be August 9, 2021.
- Appointments are NO guarantee of receiving a classroom assignment, nor guarantee of salary.
- ***No adjunct can be teaching in the classroom without a current appointment or with an expired appointment.***
- Plan your appointment request with plenty of time for process. It is the responsibility of the respective Department to monitor their adjunct three-year appointment dates and make sure all requests are launched in a timely manner.

Let's Get Started:

Advertise for adjunct:

Departments should have developed a boilerplate template job description to be used on the Radford University Human Resources website, www.jobs@radford.edu. Any time a department needs to advertise to hire new adjunct faculty, the template job posting can be launched using the 'Modify/Advertise a Position' Select Suite process. The resources link for training modules for Select Suite are below.

<https://www.radford.edu/content/human-resources/home/hris/systems-supported.html>

Selecting a candidate:

Once the applications have been reviewed by the department Chair and a candidate(s) are selected, a 'Hiring Proposal' is launched in Select Suite by the respective department. The Dean will approve, or not, the hiring proposal. Depending on the decision of the Dean, the hiring proposal will or will not advance to the Office of the Provost. The Office of Academic Budgets receives the hiring request on behalf of the Provost.

Review of hiring request:

The Office of Academic Budgets will review the academic credentials, following the SACS guidelines requiring 18 graduate hours in the respective field. If 18 of graduate hours are not clearly defined on the unofficial transcripts, the Office of Academic Budgets may contact the respective hiring department for a justification. If there are not clearly 18 hours of graduate hours noted on the transcripts, please confer with your dean as to the appropriateness of the tentative hire as a justification memo will need to accompany the proposal.

The Office of Academic Budgets will prepare a faculty employee file for the Provost to review. Once the Provost approves the 'Request for Hire', the Office of Academic Budgets will prepare and send out the three-year appointment letter. Also contained in the letter will be information regarding completion of the required I9 form, directions regarding submission of official transcripts, background check release form, possibly a Selective Service form and an employee data form. At any time, the department can track the progress in Select Suite and review any notes under the History tab. Entries by the Office of Academic Budgets will note the dates of any correspondence and actions. Applicants can either mail or bring the completed documents to the Office of Academic Budgets.

Completing the hiring process

It is the responsibility of the prospective adjunct to request all official transcripts be sent to the Office of Academic Budgets in order for the employee records to be completed. If the respective department receives the official transcripts, the **unopened** documents should be forwarded, in campus mail, to the Office of Academic Budgets, PO Box 6910. This includes any transcripts from Radford University. (SACS can review these official faculty academic credentials records.) Adjuncts can be appointed with unofficial transcripts; however, the official transcripts should follow soon thereafter.

Once the three-year appointment signed letter is received in the Office of Academic Budgets, the Select Suite hiring proposal will be forwarded to the level, the central Budget office, with a request to forward to Human Resources. Human Resources will need to receive all completed paperwork in order to process a background check and set the adjunct up as an employee. The Office of Academic Budgets will forward any received completed forms to Human Resources. Applicants will need to complete the I9 form in the office of Human Resources. *At no time should the I9 form or related documents be copied or retained in department offices.*

Once the background check is completed and approved, the applicant will be officially appointed and set up as an employee in Banner. The adjunct will receive their RU ID number, Payline and email activation instructions from Human Resources. Human Resources will notify the Registrar's office to add the adjunct to the Instructor Table.

Once added to the Instructor Table the adjunct can be assigned courses.

Left Over Details

Dependent on the timing of the hire, departments may need to assist or direct new adjuncts to the Radford University ID office in Heth Hall, in order to obtain a RU ID, parking pass and any RU Express transactions desired.

Departments may also need to provide training or assistance in setting up D2L or course syllabus/materials. It is best if new adjuncts are mentored or assigned a resource person within the department.

Adjuncts are encouraged to participate in any training for updates in D2L, which are offered at multiple times of the year by the Information Technology group.