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|  | ADJUNCT HIRING | | | | | Image result for check Icon  Adjunct Checklist | |
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| **Purpose of the Checklist:** To provide steps to work through the Adjunct Hiring process from beginning to end. It is an expectation that each academic department will develop a pool of adjunct lecturers from which the department can temporarily assign individuals to teach extra sections and to fill specialized appointments. This pool should not deprive faculty of overload opportunities. Through this process, we must ensure that we can meet the needs of students, we can quickly respond to last minute scheduling needs, and that UWSP continues to be an equal employment opportunity employer.  **What You Will Need:** Forms or additional materials are identified per step and linked via the documents icon. All forms needed to complete the recruitment process are available on the UWSP Recruitment Forms website under “Adjunct” or in the side menu. | | | | | | | |
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| **Instructions** | | | **Who is Responsible** | | **Approval** | | **Date** |
| PRE-SEARCH | | |  | | | | |
| 1. Establish/verify a need in the work unit | | | Direct Supervisor | | N/A | |  |
| 1. Image result for Document VectorComplete a **Position Justification**, and a **Position Announcement**. | | | Direct Supervisor *Department/Unit* | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |
| 1. Image result for Document VectorIdentify the search and screen committee and submit the **Search and Screen Committee Composition** Form to HR | | | Direct Supervisor, Hiring Authority  *Department/Unit* | | N/A | | Click or tap to enter a date. |
| 1. Image result for Document VectorCommittee members sign the **UWSP Search & Screen Confidentiality Agreement** and retains this document in their local search file | | | Search and Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. Image result for Document VectorComplete the **Recruitment Plan Form** and submit to HR. *This is the last form that needs to be submitted for HR to post the position.* | | | Search and Screen Committee with Direct Supervisor/Hiring Authority | | N/A | | Click or tap to enter a date. |
| 1. Once all forms are submitted and approved, HR will post the position. Committee then sends out additional recruitment materials. | | | Search & Screen Committee | | N/A | | Click or tap to enter a date. |
| SEARCH | | | | | | | |
| 1. Image result for Document VectorEmail **screening tool** and **interview questions** to [hr@uwsp.edu](mailto:hr@uwsp.edu). Once approved, upload into TAM. | | | Search & Screen Committee | | HR | | Click or tap to enter a date. |
| 1. Screen applicants using the approved screening device, determine if conduct phone interviews. | | | Search & Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. Image result for Document VectorSubmit the **Interview Request and Applicant Log** to [hr@uwsp.edu](mailto:hr@uwsp.edu). | | | Search & Screen Committee | | HR | | Click or tap to enter a date. |
| 1. Image result for Document VectorOnce Interview Request approval, conduct on-campus interviews. Ensure candidates complete the **Criminal Background Check (CBC) Form** in HR Office. | | | Search & Screen Committee | | HR | | Click or tap to enter a date. |
| 1. Assess candidates based on the on-campus interviews | | | Search & Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. Image result for Document VectorSubmit the **Finalist Appraisal Form**. | | | Search & Screen Committee | | Hiring Authority and HR | | Click or tap to enter a date. |
| OFFER, ACCEPTANCE, AND HIRE | | | | | | | |
| 1. After approval of the Finalist Appraisal, HR emails the hiring authority requesting information for the intended hire (i.e. name, start date, salary). Hiring authority responds, allowing HR to run the CBC. | | | Direct Supervisor, Hiring Authority, HR | | HR | | Click or tap to enter a date. |
| 1. Reference Checks are conducted, if not already completed. Submit to HR. | | | Direct Supervisor or Hiring Authority | | N/A | | Click or tap to enter a date. |
| 1. HR Receives CBC results and notifies Hiring Authority to make the verbal offer. | | | HR, Hiring Authority | | N/A | | Click or tap to enter a date. |
| 1. Image result for Document VectorSubmit **Recommendation for Faculty or Academic Staff Appointment** and the **Personnel Appointment Form (PAF)**. | | | Direct Supervisor, Hiring Authority | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |
| 1. Image result for Document VectorEmail the **UW System Recruitment Form**, including names of candidates who rejected offers to [hr@uwsp.edu](mailto:hr@uwsp.edu) | | | Search & Screen Committee Chair, Direct Supervisor, Hiring Authority | | HR | | Click or tap to enter a date. |
| TO DIRECTLY APPOINT AN ADJUNCT | | | | | | | |
| 1. Identify the individual on the adjunct pool list at the department or in TAM | | | Direct Supervisor, Hiring Authority | | N/A | | Click or tap to enter a date. |
| 1. Image result for Document VectorSubmit **Recommendation for Faculty or Academic Staff Appointment**, a **Waiver Form**,and the **Personnel Appointment Form (PAF)**. | | | Direct Supervisor, Hiring Authority | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |

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|  | | DEPARTMENTAL POOL LIST | | | | | | Image result for Document VectorDept. Adjunct Pool | |
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