Recruitment Timeline and Admin Guide for Part-time Adjunct Lecturer Faculty
(Adapt per your dept procedures and timeline, and confirm current W&M policies and procedures)

Allocation

- Based on Dept/Prog request and Dean's decision, Chair/Dir receives **Adjunct & NTE Allocation memo** noting allocated full-time Visiting NTE, Lecturer NTE, or part-time Adjunct Lecturers for next AY. Any adjustments to staffing funded by your allocation will require the approval of your Dean.
- Chair/Dir relays details of the allocation, including recruitment and/or reappointments, to relevant dept/prog faculty and staff. Admin staff should keep an annual excel record of appointments and funding.

Reappointment of current/active Adjunct Lecturers

- Adjunct Lecturers reappointed within one year of their last contract can be reappointed in the same dept/prog by sending a fully and correctly completed Faculty Appointment Form (FAF) to the Dean's Office.
- Do not re-use an old FAF as prior information may be incorrect.
- For adjuncts who regularly teach both fall and spring, a FAF for the *full AY* must be submitted so an annual adjunct contract can be issued. This is more efficient for the dept/prog, the Dean's Office, HR, and Payroll.
- Part-time faculty may teach up to 14 total credit hours during the academic year (Fall/Spring) and up to 6 credit hours in Summer as long as they do not exceed a total of 18 credit hours in any one year (May through April). (Example: An adjunct who teaches 6 credit hours in Summer may teach a maximum of 12 credit hours in Fall/Spring.)
- Update degree information on FAF if a higher degree has been earned since the last appointment. This is necessary for Dean's Office annual Faculty Verification.
- NTE faculty assigned an additional "overload" course will receive an adjunct contract. If course is in a different unit they must go through the new unit's Adjunct Pool, with FAF submitted to the Dean's Office.
- Include all information at the top and the right column: Courses, sections, credits, authorized salary based on credits, and cross-listings (coordinate form preparation with cross-listed dept). See also section at end: *Course Changes, Additions, Cancellations, Cross-listing*

New Appointments/Adjunct Lecturer Hires

- Refer to web resources, particularly: Search Matrix, Adjunct Pool Position Description Sample, and Adjunct Pool Ad Template. https://www.wm.edu/as/facultyresources/faculty-recruitment/index.php
- Dept/Prog administrative staff serves as the Hiring Official (H.O.) in PeopleAdmin.

Position Description

- PeopleAdmin Hiring Official locates their Adjunct Lecturer generic "pool" Position Description (PD). The Adjunct Pool PD is intentionally generic with no dates listed. The dept/prog has an opportunity to specify more instructions during the ***posting*** stage.
- A new or updated PD is necessary if current does not match the Adjunct Pool Ad Template and Position Description Sample, or PD does not have the Adjunct Lecturer title or correct "P" position number.
- Contact the Dean's Office Faculty Personnel Services Coordinator for guidance and to confirm if the dept/prog is using the correct Adjunct Lecturer "P" position number.
- If generic Adjunct Lecturer PD is correct per example and posn #, dept/prog may go straight to posting.

Posting (Adjunct Pool can be posted as-needed for long periods)

- The generic description and ongoing posting generates a pool of applicants at the ready. Pool postings close briefly once per year for auditing by HR, usually late summer or fall before the next recruitment cycle.
- Hiring Official creates posting from the correct approved PD, but *do not circulate;* save draft in HO's queue and notify HR Faculty Recruitment when posting is ready.
- Posting includes search & selection plan and specific instructions to the applicant for *this hiring cycle*.
- The posting can utilize the "screening questions" function in PeopleAdmin to facilitate the application review process. Optional settings can ask applicants to indicate their area(s) of specialization through radio-button pre-set choices or an open text field.
- Adjunct applicants must provide a cover letter, CV, and contact info for three (3) references (required).

Applicants

- Adjunct pools standardize the recruiting process in compliance with hiring regulations and auditing practices. Even a targeted hire such as a visiting scholar or local practitioner must be hired through the pool.
- New adjuncts hires, those teaching for a dept/prog different than original hire, past adjuncts who have had a break in service more than one year, and retired faculty returning to work as adjunct after the required waiting period, must apply to the pool.
- Human Resources calculates a break in service as one year from the time their prior contract ended and their new contract begins. This break in service requires a new I-9 and a background check.

Application Review and Selection

- List of applicant names can be downloaded by report from PeopleAdmin to excel to prepare screening rubric.
- HO provide search committee members with PeopleAdmin Guest Login and password (confidentially).
- Search committee reviews applicants. Use the posting's Search & Selection Plan and follow standard hiring practices.
- HO work with search committee to set up phone/Zoom interview times with final candidates. There is no recruitment funding from the dean for adjunct hires.

Hiring Documents

- HO initiate PA Hiring Proposal for finalist. Indicate authorized salary, begin date 8/10/XX (Fall) or 1/10/XX (Spring). Circulate for approvals.
- The dept/prog must make a verbal offer of employment. Once the job offer is verbally accepted:
- Fac Appt Forms due: *early March for Summer School hires*; *early April for Fall-only or AY contracts*; *early October for Spring semester contracts,* see A&S calendar for actual due date.
- Send completely and correctly prepare the Faculty Appointment Form to the Dean's Office to generate a contract.
- After contract is signed and returned, HR will initiate the background check and later generate the faculty 93#. The Banner 93# will be reported to the Dean's Office to "flag" new instructional hires in Banner.

Onboarding

- Admins are copied on the emailed contract and the new hire instructions email sent to each candidate.
- Banner 93# will be sent to the dept/prog admin with instructions that must be sent to new hire to activate Email/UserID. Dept/Prog admin must reach out to new hire to facilitate on-boarding.
- The home dept/prog admin will process the I-9 per HR I-9 training and Dean's Office new hire instructions.
- The home dept/prog admin retains contract copy, c.v. and application in employee's dept personnel file/e-file.

Breaks in Service, Termination, and Clearance

- Human Resources calculates a break in service as one year from the time their prior contract ends and their new contract begins.
- New adjuncts, past adjuncts with a break in service beyond one year, and retired faculty returning to work as adjunct after the appropriate waiting period, will also undergo a Background Check initiated by Human Resources once the adjunct contract is signed. This is noted in their contract.
- If an adjunct is not scheduled to return in the next year, dept/prog admin does IT Cherwell Clearance.

Course Changes, Additions, Cancellations, Cross-listing

- Changes to course schedule or cancellation due to low enrollment must be communicated as soon as possible to *both* the Registrar and the Dean's Office. Monitoring enrollment is the dept/prog's responsibility.
- Because adjuncts are paid per-credit for a particular course, any changes to adjunct teaching assignments must be communicated to the Dean's Office through a revised FAF.
- Dept/Progs must coordinate with each other with respect to Cross-listed courses: Course scheduling, hiring and appointment (coordinate who will submit the FAF noting all cross-listed course details), and enrollments/cancellations.