

Steps for Vetting Adjunct Faculty Who Are New to the Department

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STEP 1. Solicit interest and determine capability to teach the course, including determination of credentials (i.e., for undergraduate teaching, 18 or more graduate credits in the area in which they will teaching; for graduate teaching, terminal degree in the area in which they will be teaching). Recruitment for adjuncts can be done through a posting in PeopleAdmin or personal contact.

a. Do not over-promise.

“I’m so glad you’re interested. I still need to get official approval though. I’ll circle back once I get that approval.”

“Thank you. I have some paperwork and need to get approval, but I appreciate your interest. I’ll be back in touch.”

“This still has to go through University channels to be formally approved, but this is great. I will get back to you soon.”

b. Depending on how the conversation goes, you may wish to note the “temporary” nature of the potential hire, *i.e.*, that it’s only for a semester at a time.

STEP 2. Assuming there is funding in the department budget to hire an adjunct or approval from the Dean for an adjunct hire, the Chair should reach out to the Provost’s Office via email (provostoffice@u Dayton.edu) to request approval to hire the individual.

STEP 3. After receipt of an e-mail indicating approval from the Provost’s Office, the department chair should contact the unit’s budget manager to obtain a recommended compensation target prior to extending an offer to the individual.

STEP 4. A verbal offer can be extended at the salary given by the budget manager.

STEP 5. Continue to proceed with the Department’s usual steps and logistics in onboarding an adjunct. Note: A copy of the Provost’s Office approval must accompany the PAF as it leaves the department.