

Division asks Scheduling Coordinator to add adjunct as instructor of record in Banner, if not already in Banner as instructor of record.

Division director notates in comments section of "Contract Approval & Generation" that this is a new course for the adjunct and cites why the adjunct is qualified.

Associate Dean White reviews

**Adjunct not Qualified**

**Adjunct Qualified**

OAPI enters pre-approval into the CEHD database.

Division verifies the adjunct's matrix level and address are correct on the intranet.

Division generates contract using the intranet.

Division forwards copy of first page of contract to **CEHD's HR Director** and **OAPI**.

Adjunct returns signed contract (initialing each page) and other hiring documents to the division.

Division sends copy of signature page containing the adjunct's signature to OAPI.

OAPI notifies division that the adjunct is not qualified.

# HIRING EXISTING ADJUNCTS FOR A NEW COURSE

Legend:

Items in **BLUE** shapes are completed by the divisions

Items in **GOLD** shapes are completed by OAPI

Items in **GRAY** shapes are completed by adjunct



A document is required for this step



Multiple documents are required for this step



Decision step



Procedural step



Terminal (End) step

Division enters adjunct hiring information into Banner. (Banner EPAF training required for this step)

## **Process for Rehiring a CEHD Adjunct Faculty Member for a Course Not Previously Approved**

The Division Staff (DS):

- If faculty member is not currently listed as an “Instructor of Record” for the course, emails the Scheduling Coordinator in OASA to indicate in Banner that the selected faculty member is an “Instructor of Record” for the approved course.

The Division Director

- rehires an adjunct faculty member in accordance with “Process for Qualifications Review of Adjunct Faculty”; and
- logs into <http://intranet.cehd.gmu.edu/>;
- clicks on “Contract Approval and Generation;”
- selects the appropriate semester;
- selects the appropriate faculty member;
- clicks to approve the faculty member for teaching; and
- notates in the comment box that this is a new course for the faculty member and adds a justification for them to teach the course.

Once Dr. White and the Division Director electronically approve the faculty, the DS

- logs into <http://intranet.cehd.gmu.edu/>;
- clicks on “Edit People” and;
- selects the appropriate faculty member;
- verifies the adjunct’s matrix level and address information is correct;
- clicks on “Contract Approval and Generation;”
- selects the appropriate semester;
- selects the appropriate faculty member;
- clicks to “Generate Contract” for approved faculty member;
- double-checks that all of the details (Course, Section, Days, Times, etc) printed correctly, and if it did not print correctly, contacts OAPI;
- prints out a hard-copy of the contract (which already contains Dr. White’s electronic signature);
- makes two copies of the first page of the contract and sends one copy to CEHD’s HR Director and the other copy to OAPI;
- sends it to the faculty member for signature and return;
- receives the signed contract and sends a scanned copy of the contract to OAPI; and
- enters the EPAF information into Banner.