Division sends completed routing sheet, vita, and original transcripts to OAPI for approval.

OAPI Reviews

Adjunct不Qualified

Division forwards vita and transcripts to Provost's office for scanning.

OAPI returns routing sheet, signed by approving official, to the division.

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

Division generates contract manually using templates found on MyMason & forwards along with other hiring documents to adjunct.

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 forwards vita and transcripts to Provost's office for scanning.

Adjunct Qualified

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

Once employment record has been generated in Banner, division asks Julia Alsufy to add adjunct as the Instructor of Record in Banner.

HIRING NEW ADJUNCTS

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 Hiring a New CEHD Adjunct Faculty Member

The Division Director selects an adjunct faculty member in accordance with “Process for Qualifications Review of Adjunct Faculty” to teach a specific course(s).

The Division Staff (DS):

- requests and obtains a hard-copy original transcripts and curriculum vitae (CV) from the adjunct;
- logs into the CEHD Intranet at [http://intranet.cehd.gmu.edu/](http://intranet.cehd.gmu.edu/);  
- clicks on “Routing Sheet for Adjunct Hiring” under Credentialing Process;
- prints a hard-copy of a completed “Routing Sheet for Adjunct Hiring;”
- attaches this document to the original transcripts and CV;
- has Division Director initial and sign where indicated on the Routing Sheet; and
- forwards the signed Routing Sheet, original transcripts, and CV to OAPI for Dr. White’s review.

Once Dr. White initials and signs the Routing Sheet, the signed Routing Sheet will be scanned and emailed back to the DS. OAPI sends the original transcripts and CV to the Provost’s Office while temporary copies are kept in OAPI. Once the originals are returned from the Provost’s Office, they will be kept in OAPI.

Once the DS receives the scanned signed Routing Sheet, a manual contract must be processed for new hires at GMU.

To generate a manual contract, the DS:

- logs into [http://mymasonportal.gmu.edu/](http://mymasonportal.gmu.edu);  
- clicks on Organizations >Program Office Managers>Documents;
- from the list provided, opens the applicable semester Contract Template;
- completes the highlighted sections on the template; and
- prints out a hard copy of the completed contract.

The DS also

- reviews the Banner/EPAF Training Guide on the Human Resources website to ensure that any other applicable employment documents are printed out to be sent to the new hire to complete, or handled as advised by Human Resources.

The hard-copy completed contract should be sent to Dr. White in OAPI for signature prior to sending it to the new hire. Dr. White will sign the contract and his office will keep a copy of the first page of the contract signed by Dr. White and send another copy to the CEHD Finance Office. The original hard-copy will be returned to the DS to be sent to the adjunct faculty member.
The DS should send the contract and hard-copies of all other applicable documents to the adjunct faculty member for signature (whether simultaneously or separately is left up to the DS), and all signed documents should be returned to the DS.

Once the DS receives the signed documents, the DS needs to

- send a copy of contract page, signed by the adjunct, to OAPI;
- log into Banner to generate the EPAF to create an employment record for the new hire; and
- email either the GSE or RHT Scheduling Coordinator to indicate in Banner that the selected faculty member is the “Instructor of Record” for the approved course.