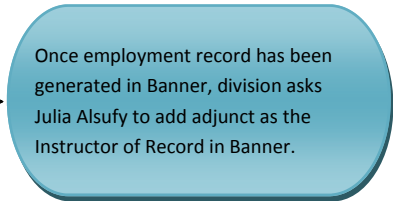
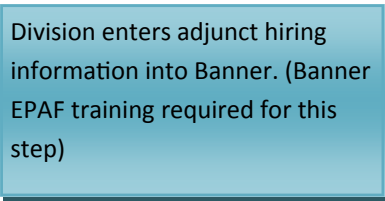


HIRING NEW ADJUNCTS

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



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/>;
- 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>;
- 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.