



**OFFICE OF ADULT LEARNING AND PROFESSIONAL DEVELOPMENT
GEORGE MASON UNIVERSITY**

Personnel File Requirements for Adjunct Instructors

Adjunct faculty employed part-time by the Office of Adult Learning and Professional Development must meet George Mason University's personnel requirements by providing the following items:

1. A current vita or resume (please submit with course request).

Please have items #2 and #3 below mailed directly to:

Office of Adult Learning and Professional Development (OALPD)
George Mason University
4400 University Drive, MSN 5D6
Fairfax, VA 22030

2. An official **transcript** of **highest degree only**. (Note: All candidates must have a minimum of a Master's Degree.)
3. Three letters of reference (mailed directly to the address above from the individuals providing them).

Items #4, 5, and 6 below are usually mailed by OALPD to the adjunct instructor so they can be filled out prior to coming to the interview/orientation.

4. GMU Faculty Personal Data Sheet.
5. I-9 Form (Employment Eligibility Verification). Instructors should bring to the orientation/interview the appropriate documentation (as listed on the back of the I-9 form) for review and verification by an authorized GMU representative.
6. Federal and state tax forms.
7. Certificate of Receipt for Virginia's Policy on Alcohol and Other Drugs.

Personnel Action Forms (PAF) will be mailed to instructors (or given to them at the orientation/interview) for their signature. They should be returned promptly to avoid delay in payroll processing.

Salary is paid semi-monthly on the 1st and 16th of each month through direct deposit to the institution of your choice. Payroll is processed only after receipt of items 4 through 7 above, plus your direct deposit information, your signed PAF and your class enrollment forms.