How to hire an Adjunct:

— If the hiring supervisor has an applicant in mind, have them apply on-line in **PATH**.
— If the hiring supervisor does not have an applicant in mind, they can log into **PATH** and look at the previous applicants and interview one of the many options.
— Once an applicant is found, a **Criminal Background Check** must be complete on the applicant.
— Human Resources will contact the hiring supervisor and the adjunct once the background check has come and back.
— HR will need to be informed of the start date/semester for the adjunct.
— An EPA should be routed with the exact start date that was told to Human Resources and must line up with the faculty **payroll schedule** for the semester they will be teaching.
— The adjunct will need to contact HR to complete New Hire Paperwork.
  
  o In order to complete New Hire Paperwork, the new employee must bring two form of government issued identification (i.e. a social security card and a driver’s license) and banking information to set up direct deposit.
— When the paperwork is completed, HR will send the FERPA form and the New Hire Form to the Registrar’s office, so the process to get the adjunct on Blackboard can get started. HR will also forward the necessary paperwork to IT to set email and computer access.