



Adjunct Faculty Hiring and Onboarding Process

Step 1: Application.

Prospective adjunct faculty members submit an application through the FVCC website.

<http://hr.fvcc.edu/job-openings/>

- Cover Letter
- Resume
- Transcripts (unofficial copies are fine, at this point)

The Director of Academic Affairs is alerted that an application has been received and reviews the application and transcripts for qualifications (referencing BOR policy 730, Minimum Qualifications for Faculty in Two-Year Degree Programs). If the candidate is qualified, the Director of Academic Affairs forwards application materials to appropriate faculty for consideration.

Step 2: Interview and Teaching Demonstration.

The Director of Academic Affairs assembles a hiring committee and coordinates an interview and teaching demonstration with the candidate. The Division Chair and full-time faculty in the discipline asked to serve as committee members, and the Director of Academic Affairs serves as committee chair.

If the candidate is acceptable to the Department/Division, the Director of Academic Affairs has the candidate complete the New Adjunct Hire Information form available at G:\InstrHireProcessing\Private\Adjunct Hire Forms.

Step 3: New Adjunct is added to the Instructor Hire Processing Spreadsheet.

The Director of Academic Affairs adds the new adjunct information to the spreadsheet located at G:\InstrHireProcessing\Private. This triggers Academic Affairs to activate the instructor in CAMS, and add the instructor to the schedule. MIS then activates the new instructor in the network, and the Director of Academic Affairs arranges an orientation with the new adjunct.

Step 4: Human Resources pushes the HR paperwork to the new adjunct through Paycor.

The new adjunct completes all documents electronically (either on their own, or in the HR office), and is instructed to bring their I-9 verification into HR.

Step 5: Safe Colleges Sexual Harassment Prevention Training.

The Director of Academic Affairs activates the new adjunct in the Safe Colleges training system and sends an email with login instructions through the system.

Step 6: Orientation.

The Director of Academic Affairs coordinates a 2-hour orientation for all new adjuncts. Topics covered include:

- Faculty Portal
 - Rosters
 - Submit Final Grades
 - Course assessments
 - Email all students
 - E2campus



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- FVCC Email
- Eagle Online
- Orientation Resources Website
 - Syllabus Template
 - Safe Colleges
- Binders (these contain several handouts and we go through them one by one)
 - Faculty login information (Faculty Portal, Email, Eagle Online)
 - Course profiles
 - Contact list
 - Semester Checklist
 - Copy request procedure
 - Adjunct office space
 - Campus Safety procedure
 - FERPA guidelines
 - Adjunct Evaluation Process
 - Professional development funds request
 - Waitlist procedure
- Adjunct In-service
- Library Card
- Nova Station Key and tutorial
- Instructor resources (request access through bookstore, if necessary)
- Tour – Blake Hall
 - Supply cabinet
 - Mailboxes
 - Copy room
 - Photo taken in Foundation Office (send link to upload directory information)
 - Bookstore (check shelves for correct book)

Step 7: Coordination with full-time faculty.

The Director of Academic Affairs helps coordinate the sharing of course materials and preparation of the new adjunct for the course.