ADJUNCT POSITION RECRUITING AND HIRING GUIDE

The following procedures provide processes related to the recruitment of Adjunct Faculty at Virginia Commonwealth University (VCU). Recruiting for Adjunct Faculty will serve to support VCU’s strong commitment to equal opportunity in our recruitment of a diverse and highly-qualified workforce. In addition, as an Affirmative Action Equal Opportunity Employer, VCU is required to track all applicants and hires. Accordingly, all Adjunct Faculty positions are required to be posted in eJobs (see eGuide to eJobs for instructions) to allow for a competitive process as well as the ability to track applicants.

Step 1: Hiring department defines the job
- Determine if the position will be for a specific job or for a rolling pool* of applicants
  *If recruitment is for a pool of applicants, the posting should clearly state that a pool of applicants is being established to be drawn upon to provide temporary staffing when needed, to provide special expertise when needed, and/or to meet special programmatic needs not otherwise provided for within the department
- Determine if the position is teaching or non-teaching
  - Non-teaching adjunct faculty appointments must meet a “job basis” and “salary basis” test under the Fair Labor Standards Act (FLSA). These positions require approval by VCU HR before they can be posted to ensure compliance with the FLSA: position descriptions should be completed in eJobs and then sent to your HR Consultant/Professional. Upon approval, the position can then be posted. See sample non-teaching PD on the InsideHR/Faculty HR Website
- Determine the position’s purpose and core responsibilities
- Utilize teaching adjunct position description. Samples are available on the InsideHR/Faculty HR website.

Step 2: Hiring department posts position in eJobs
- Create an adjunct posting in eJobs outlining position’s duties and qualifications (See eGuide for posting instructions)
- If for a specific job, position must be posted for a minimum of 3* business days
- If for pooled positions, posting must be for a minimum of 3* business days, but can stay posted for up to one year.**

*3 business days is consistent with hourly postings, but 5 business days are recommended

**Please note that all open adjunct postings will be closed automatically every year on June 30 unless the department requests an exception from OFRR or VPHS. Closing the postings yearly ensures that VCU can collect appropriate information for Affirmative Action Equal Opportunity reporting.
Step 3: Hiring department reviews applicant pool (Must have at least two applicants)
● Screen applications, selecting the most qualified
● Set up interviews, as applicable to the position
  o Applicants must be asked identical questions during interviews
● Always check references for selected candidate(s) before any hiring decision is made

Step 4: Hiring department offers job, completes paperwork
● Verify the academic credentials of the selected candidate(s) on the Verification of Credentials (VOC) form
  o For checking credentials, the recommendation is to submit the verification request to the National Student Clearinghouse
  o Upload the VOC in eJobs
● Create the hiring proposal in eJobs (see eGuide for instructions). Ensure the hiring proposal includes a detailed justification supporting selection of top candidate(s)
● If the salary for a teaching adjunct exceeds $10,000, obtain prior approval from OFFR or VPHS, as applicable, in the eJobs workflow
● Make contingent job offer to the selected applicant
● Conduct background check. Employee may not begin work until background check meets company standards
  ● Prepare contract for VP/Dean (or designee’s) signature using applicable adjunct template (see adjunct templates on the InsideHR/Faculty HR website)
    o The adjunct instructional contract includes the terms of the employment such as the start and end dates, salary, course information, and hourly restrictions
    o An Adjunct Terms and Conditions of Employment document must be attached to all adjunct contracts (see Adjunct Terms and Conditions template at InsideHR/Faculty HR website).
    o As part of the contract issuance, request that the adjunct faculty member submit to you an original, official seal-bearing transcript from the institution that awarded their highest degree within thirty (30) days of hire
● Upon hire, provide new adjunct employee with important information on VCU policies and procedures. Give adjunct employee the policy checklist (see InsideHR/Faculty HR) for new hires and have him/her sign to signify awareness of and intention to abide by university policies. Obtain the adjunct faculty member’s transcript(s)

Step 5: Hiring department forwards new hire paperwork to VCU Human Resources and completes the hiring process

For new adjunct employees: Forward the completed PAF and related supporting documentation to VCU Human Resources through ImageNow. The PAF must be printed from eJobs. For teaching adjunct appointment where salary offers are over $10,000, send PAF and contract to OFFR or VPHS, as applicable, for review before sending to HR Docs. Due to affirmative action reporting, make sure to disposition applicants, close the position, mark the offer as “Approved”, and “Fill” any searches that are complete.
Adjunct Faculty Renewals

All adjunct faculty appointments (teaching and non-teaching) are only permitted for a period of up to one year. Adjunct appointments (teaching and non-teaching) can only be renewed if the duties of the position are substantially the same as the duties in the original recruitment. Otherwise, there must be a new recruitment. If the duties of the position are substantially the same as those in the original appointment, here are the steps to follow for renewing adjunct appointments:

- Teaching adjunct appointments can be renewed by issuing a new adjunct contract with an Adjunct Terms and Conditions of Employment document, and processing the adjunct renewal in Banner using an ePAF (if the adjunct’s status in Banner is still active)
- If an adjunct who has previously taught is inactive in Banner (this happens after 9 months with no payroll activity) and will be teaching the same class again, the adjunct does not need to go through a competitive search or reapply for that position. The hiring department should:
  - Have the adjunct complete new hire paperwork again and create a PAF with the action code HJB (does not have to be eJobs-generated)
  - Issue a contract with VP/Dean (or designee’s) signature
  - Send hiring documents and signed contract to HR Docs. For adjuncts who will be making $10,000 or more, paperwork must be routed through OFRR/VPHS for approval.
- Any non-teaching adjunct appointment must continue to meet the “salary basis test” under the FLSA as well as the “job basis test”. Accordingly, prior to contract issuance, obtain required approval from the respective HR Consultant as shown below:
  - In eJobs, search for the original Non-Teaching Adjunct hiring proposal
  - Under the “Reports” tab, select the “Non-Teaching Adjunct Renewal PAF”
  - Print the PAF and complete relevant sections
  - Forward PAF to respective HR Consultant for review and signature
  - Upon HR Consultant’s approval, prepare adjunct contract for VP/Dean (or designee’s) signature using the applicable template and include the Adjunct Terms and Conditions of Employment document for issuance to the adjunct faculty member
  - Submit signed contract and PAF approved by HR Consultant to HR

Waivers/Hiring Adjuncts on an Emergency Basis

Adjunct waivers are permitted for extenuating circumstances only (e.g., due to illness of another adjunct or faculty member, last-minute need to offer an additional section of a course, when course to be taught is not likely to attract many qualified instructors or a large applicant pool, etc.). All waivers will be considered on a case-by-case basis and require approval by OFRR or VPHS, as applicable. Here are the steps to request permission to hire an adjunct on an emergency/waiver basis:

- Create a posting for the position and upload a detailed justification for the waiver under “Posting Documents” (this can be a memo from the Dean, Department Chair, or HR Director)
- Send the posting to OFRR/VPHS for review and internal posting. If approved, a link will be provided for the adjunct to apply to the position.
- After the applicant has applied, create the hiring proposal, which must include a CV and Verification of Credentials, and send to OFRR/VPHS for review and approval
Once approved, a contract can be drafted for VP/Dean (or designee’s) signature. The new hire paperwork, signed contract, and eJobs-generated PAF should then be sent to HRDocs. **NOTE:** only eJobs-generated PAFs will be accepted by HR

**Annual Closing of Postings for Affirmative Action Reporting**

Every June, all applicants for adjunct positions must be dispositioned and the postings closed for Affirmative Action reporting purposes. All adjunct positions posted prior to June 1 of a given year will need to have all applicants dispositioned and be closed for the June 30 data pull of that year; all those posted after June 1 of a given year can remain open to applicants. Once the pools are closed, you can:

- Still hire candidates from those pools if you were in the final stages of the search, so long as applicants are dispositioned before the pulling of data on June 30
- Immediately post a new position (rolling pool or otherwise)
- Invite strong candidates to re-apply to new the posting

You cannot:

- Re-open positions that have been closed for reporting purposes

**FAQs**

**Q:** Do I need to do a search to renew an adjunct appointment if the duties of the position are the same?

**A.** As noted above, if the duties of the adjunct faculty position are the same and the position is still active in Banner, no new recruitment is required. An ePAF and new contract will need to be completed. If an adjunct who has previously taught is inactive in Banner (this happens after 9 months with no payroll activity) and will be teaching the same class again, the adjunct does not need to go through a competitive search or reapply for that position. If the adjunct faculty position is different than the prior position, the position must be posted and the individual will need to apply in eJobs.

**Q.** How long do adjunct positions stay active in Banner?

**A:** Adjunct faculty positions remain active in the Banner system for 9 months and are automatically terminated in Banner after 9 months. Adjuncts who teach in summer session only and Elderhostel adjunct faculty remain active for 12 months. After the 12 month period, they are automatically terminated in Banner.

**Q:** How do we handle postdocs who have been able to move to the adjunct eClass in the past?

**A:** A competitive search in eJobs will need to be done.

**Q:** If the job posting changes while being recruited for, does the position need to be closed and re-posted?

**A:** If there is not a significant change in the posting (minor, non-substantive edits), the position can be updated in eJobs. If there is a significant change to the responsibilities or the requirements of the position (i.e. required qualifications, degree, years of experience, etc.), the posting will need to be closed and reposted with the changes. If a new posting is needed, current applicants must be notified...
that they will need to reapply. This is consistent with full-time faculty searches. An email template is available in eJobs to notify applicants that the job has been closed and will be reposted.

**Q: When will rolling pools close?**
A: Departments will be responsible for adding an end date for each posting, which can be no more than a year from the posting date. If no end date is entered, the rolling pool will automatically close on June 1st of each year in preparation for the required June reporting. Therefore, it is recommended that the close date of all rolling pools be June 1 so that departments have time to disposition applicants, conduct interviews, and make hiring decisions.

**Q: My department hires many adjunct faculty who have the same overall qualifications (i.e. degree, years of experience, etc.), but within that pool, there are very nuanced and specific skill sets needed for varying courses. Could I use one posting for these positions, or should I post multiple positions?**
A. You can post one position if the overall *required* qualifications are the same (i.e. degree, years of experience, etc.). Please include these qualifications in the *Required Qualification* section of the position description in eJobs. In order to distinguish the qualifications that will be needed to teach the different courses within that group, please include the specific skill sets in the *Preferred Qualifications* section.

**Q: Do I need to recruit for overload assignments in eJobs? What about Continuing Education Instruction assignments (AJ003 instructors)?**
A. The overload process can now only be requested when the contemplated additional job is related to the faculty member's primary job; otherwise the job must be posted in eJobs. The process and form for Continuing Education Instructors will remain the same: Continuing Education assignments do not have to be posted in eJobs if they are for regular, full time faculty members.