

Adjunct Job Requisition - Proposed

System Roles

- Hiring Manager Chair
- Primary Recruiter Chair
- Approval of Primary Recruiter Recruiting Admin/HR Analyst
- Academic Recruiting Coordinator Dean's Assistant

Process Steps

- 1) [Academic Dean's Assistant, Academic Dean, Chair] (make all School Deans both Chairs and Academic Deans for their units) initiates the Requisition in Workday as the Hiring Manager - Done by Tamar/Joe - Test
 - a) Job Family Group is Adjunct
 - b) Job Profile is "Adjunct"
 - c) Department specific information will be defined as the Position Level in the req including:
 - i) General job template for adjunct postings that can be refined for department specific information.
 - d) Comp. Grade = Adjunct and Comp Grade Profile(assigned at Hire) is L1-L4
 - e) Chair or Initiator assigns the Chair as the Primary Recruiter on Add Roles field
 - f) Initiator for Adjuncts and FT Faculty will get the Org. Assignment Screen to populate the Cost Center for New Requests
 - i) New position requests come through the Create Position BP
 - ii) If the request is for an existing position the cost center will default in and there will be no org. assignment step.
- 2) Requisition goes to HR (either can approve, both don't have to): Heather (Recruiting Administrator) and Jenni (HR Analyst) to approve or to assign the Chair (if left blank) as the Primary Recruiter
 - a) Review the right questionnaire has been selected and to ensure the correct primary recruiter has been assigned.
- 3) Requisition then routes to Dean for final approval of posting in Workday
 - a. Note: Provost approval for new adjunct requisitions will occur outside the system
- 4) Comes back to Assign Role step for Recruiting Administrator only if the Primary Recruiter is left blank. Otherwise goes right to Dean's Assistant to post
- 5) Job Post BP: Route back to Dean's Assistant
 - a. The Dean's Assistant(in most cases) will post the position.

For go live we will pull over all existing pooled reqs. in People Admin for Workday

Need to create a posting limit for pooled positions and agree on appropriate disposition of candidates who remain in the pool when the position is pulled down.

~~Dean~~ Reviews Application - Dept Chair or Dean?
Adjunct Job Application BP - Proposed

External Adjunct Candidate

- Applicant Step Summary: Review - Interview - Reference Checks - Ready for Hire

1 - **Review** - Primary Recruiter/Chair

- a. Move Forward Options
 - i. Interview
 - ii. Hold for Now
- b. Option to disposition
 - i. Does not meet minimum requirements
 - ii. Not Mission fit
 - iii. Other better qualified candidates
 - iv. Position filled
 - v. Candidate withdrew
 - vi. Position on hold

2 - **Interview** - Recorded by Chair

- a. "Interview Decision Step" - Only.
 - i. Handle "Interview Ratings" and "Group Scheduling of Interviews" outside the system similar to the staff configuration.
 1. Manager screen step is not needed because the recruiter/manager is the Chair
 - ii. Hold for now
- b. Decline
 - i. Does not meet minimum requirements
 - ii. Not Mission fit
 - iii. Candidate salary requirements too high
 - iv. Other better qualified candidates
 - v. No show for interview
 - vi. Candidate withdrew
 - vii. Position on hold

3 - Reference Checks - Recorded by Chair

- a. Option is to select "Make reference decision". This is the system record by the manager that the references have been conducted. Only other option is to attach the completed references to this step.
- b. Hold for Now
- c. Disposition options here
 - i. Does not meet minimum requirements
 - ii. Not Mission fit
 - iii. Other better qualified candidates
 - iv. Candidate withdrew
 - v. Finalist-not hired
 - vi. Candidate declined offer (does this belong here or in Ready for Hire?)

Note:

- Hold for Now will place candidates in "Screen" step and allow them to be available through the Chair's open requisitions to put through the process and hire at a later date
- We need to create step override languages to show what steps candidates in the "Screen" pool had gone through previously
 - Hold for Now(Interviewed)
 - Hold for Now(not interviewed)

4 - Ready for Hire - Dean(includes all college and school Deans)

- a. Adjunct will be ready for hire after reference check process
 - i. Adjuncts will not go through the offer stage because we are hiring them at "0" pay
 1. Compensation step was removed from Hire BP
 2. Period Activity Pay was also removed from Hire BP
 - ii. Level amount (Comp. Grade Profile) will be recorded during the Hire BP when the actual course IDB contract is signed
 1. Information loaded into Period Activity Pay through EIB
 2. Dean's Assistant will populate the remaining information
- b. System approvals to designate an adjunct is "Ready for Hire"
 - i. Dean
 - ii. Notification to chair after Dean approval
- c. Hire BP
 - i. How does the personal information get inputted for the Hire?
 1. Dean's Assistant, HRIS Coordinator?
- d. Questions
 - i. What pre-populates into the Hire Screen
 - ii. Do we need to use the "Add Academic Appointment" for Adjuncts ?
 - iii. Onboarding process for new adjuncts - Paperwork, I-9, Tax Forms etc.

Internal Adjunct Candidate - (previously taught for us and is active in the system)

- a. Will not go through recruiting
 - b. Will go straight to assignment of Period Activity Pay for new course
 - c. Need to define how long adjuncts remain active in system
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Current types of Adjunct "postings/pools"

- 1) Discipline specific posting in a department (not a pooled posting, but posting for a specific position)
- 2) Pooled postings by Department
 - a) Prescreened candidates stay in pool in dispositions step like "Stay in pool"
- 3) Candidates that have taught in the past and will teach again will not go through recruiting they would just get assignment through Period Activity Pay

Remaining questions

- 1) Can we create a pool of prescreened candidates that can sit in recruiting if a future need/fit is identified. We want them to stay in the recruiting pool with the disposition showing that they are a candidate for future hiring.
 - a) Stay in "Hold for Now" status at the Screen Step
- 2) What is the process for hiring an "active" adjunct without a current teaching assignment?
 - a) Chair would need to look in supervisory org to see if adjunct is still in system
 - b) If in system, they would just get assignment through Period Activity Pay
- 3) How long do we keep adjuncts in the system before they are terminated and must apply as new candidates for future openings?
 - a) 1 year, 18 months?
 - b) Can you inactivate at 1 year/18 months, then terminate after 2.5 years?
 - c) What options do we have to balance compliance vs. ease of application for returning adjuncts that teach every two years?
- 4) Can a process/report be created that would allow to automatically terminate an adjunct who has not had an active assignment during the predetermined time period?

Adjunct New Hire Process

The AA to the Dean's currently have frequent communication. The newly defined process enables them to provide a single point of contact to process new hire paperwork while the adjuncts and Faculty are on campus.

Process

Admin Asst. to Dean	Posts job on People Admin website, work with Dean and new adjunct
Dean	Adjunct Hired
Admin Asst. to Dean	Enters Adjunct Information into system and creates appointment letter
Admin Asst. to Dean	Welcome email will also include documents to bring for completing paperwork
Admin Asst. to Dean	HR notified through receipt of the completed hire packet from AA
Admin Asst. to Dean	Contact Adjunct to complete HR Paperwork
Admin Asst to Dean and Adjunct	New Hire Paperwork:
	Personal Information Form
	I-9 Form
	W-4
	EEO survey
	Direct Deposit with voided check
Admin Asst. to Dean	Official Transcripts
Admin Asst. to Dean	Sends Completed New Hire Packet to HR for processing
HR	Input Adjunct information into HR System, notifies ITS to create accounts
HR	Adjunct Orientation receives parking permit and ID card