

## Hiring an Adjunct Instructor

- Check the adjunct folder on the G drive (Gdrive/Faculty/Adjuncts) before hiring an adjunct to see if they have either taught with us in the past or have applied for the position. Please do this for staff that you are asking to teach as well. If a name you would expect to see on the list isn't there, check with HR to see if there is some other issue that may prevent this person from teaching. **Please go to this folder first before you start your search** in case there is a qualified applicant that has already applied. If you have someone in mind for the position, please have them apply through HR.
- Once you have decided who you want to go with, complete the Qualified Faculty Determination worksheet found on the website under academic affairs/forms for the VPAA to review and approve/not approve to teach. A CV and Transcripts will be needed to attach to the QFD. This document and the attachments will be reviewed by the Vice President for Academic Affairs. VPAA will note whether the candidate is approved/not approved to teach in the discipline.
- If the VPAA approves the adjunct to teach, you may contact Valerie Hefel at [VHefel@dbq.edu](mailto:VHefel@dbq.edu) or ext. 3763 and she will run a back ground check. Once this is complete, you will be notified.
- Once instructor has been approved by the VPAA and HR and added to Jenzabar, Academic Affairs will notify Department Head. At this time, you may contact the Dean for Undergraduate Studies to add instructor to the course(s) they are to teach.
- Academic Affairs will complete the "Technology SOP New Hire" form to give instructor network access and a UD email address.
- Instructor will receive a contract for each course that they are teaching prior to the start of the semester in which the class takes place.
- Adjunct instructor will be contacted and invited to enroll in UD Faculty Academy. This is a Moodle-based course which helps orient instructors to all aspects of the University of Dubuque.
- Shared office space may be available for instructors teaching 3 courses per semester pending office availability. Please inquire with Academic Affairs if you wish to secure an office for your new instructor.
- New adjuncts need to set up an appointment with Valerie in HR to complete payroll forms, get campus ID and parking access BEFORE they start teaching.
- Department Heads are responsible for working with new instructors and providing necessary resources for syllabus creation, access to printing/copying, understanding deadlines and important dates and communication with students and other University faculty and staff (must check UD email minimum of once daily).
- Department Head or new instructor should add information to the Faculty/Staff directory on the intranet portal.