Department chair of faculty proposed for hiring in an adjunct position provides the following information to Departmental Administrative Assistant. The AA checks for accuracy and forwards to Senior Administrative Associate for final processing.

**Hiring and onboarding of adjunct faculty in College of Liberal Arts**

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| *To be considered for hire, adjunct professors must provide:*   * ***Completed application form*** * ***CV/resume*** *(usually attached to application)* * *2-3 documented* ***references*** * ***Official transcript*** *sent to attention of James M. Beeby, dean, College of Liberal Arts* * ***Faculty Qualification Documentation*** *completed for dean’s signature*   *Recommended:*   * *Letter of interest* | Check list for  packet sent to dean’s office |
| Application created in Peopleadmin (see senior administrative associate if assistance with posting is required) |  |
| Current CV or resume downloaded/printed from posting |  |
| Original notes from references contacts |  |
| Official transcript sent to the attention of: James M. Beeby, Dean  By email: [kaoeth@usi.edu](mailto:kaoeth@usi.edu)  By postal mail: University of Southern Indiana, College of Liberal Arts – 3005, 8600 University Boulevard, Evansville, IN 47712 |  |
| Faculty Qualification Documentation form prepared, signed by chair, ready for dean’s signature |  |
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*All adjuncts must comply with faculty qualifications and tested experience guidelines established by the Higher Learning Commission. Adjunct faculty are paid in accordance with their highest degree earned and experience level based on rates provided by the Provost office.*