

ADJUNCT FACULTY PERSONNEL REQUISITION PROCESS

1. The original requisition is generated by the Senior Administrative Coordinator in the Office of the Provost. A new requisition is generated for each semester. Adjunct faculty are added to this requisition after:

- (a) they are approved for a part time teaching assignment by the Dean of the College in which the person will teach;
- (b) they are (1) certified by the Dean as meeting SACS's recommended requirements for teaching or (2) the Dean has approved the Alternate Faculty Credentialing Review form as submitted by the Department Chair;
- (c) all required documents are received (*CV*, Faculty Data Sheet, transcript, and Alternate Credentialing Review form – if required);
- (d) the Senior Administrative Coordinator has been notified by the Office of Human Resources that the adjunct instructor has cleared the background check; and
- (e) the Senior Administrative Coordinator has been informed of total number of previous graded college-level courses the person taught as an instructor of record. (This number is used to slot the person on the adjunct pay scale.)

Note: in the event of an emergency (an adjunct hired very shortly before the start of a term) the person may be added to the requisition pending receipt of required documentation. This approach is used in last minute cases where it is imprudent to wait before adding the person to the payroll.

2. Items 1a – 1e are required the first time an adjunct instructor teaches at UMW. In subsequent semesters, the only item required is notification that the person has been approved to teach in the upcoming semester. A new data sheet is sometimes required in cases where there has been a long lapse since the person's last adjunct teaching assignment at UMW.

3. The requisition indicates the individual's name, course assignment, amount of pay (in accordance with the established Adjunct Compensation Scale), and FICA amount. The requisition also indicates the source of funds for the position, which is the College's Adjunct Unallocated Budget unless otherwise noted. Adjuncts being funded by an external grant are noted on the spread sheet and the grant FOAP to be charged is noted on the requisition. Adjunct hires that are to be charged back to some UMW program other than the department in which the course is taught (e.g. the Center for Teaching Excellence and Innovation) are noted on the requisition in the column marked "discipline."

4. When all part time faculty teaching in a College for a given semester have been determined, the completed spread sheet is signed by the Dean of the College and is sent to the Office of Human Resources and the Budget Office.

5. The Office of Human Resources uses the requisition to add persons to the state payroll system. The Budget Office allocates funds to the departments that have hired adjuncts (or where the course costs are to be allocated). The Budget Office also prepares a summary of expenses for the semester, broken down by department, program, and College.

6. Changes to the part time requisition are sent to the Budget Office and Office of Human Resources via email as needed.