



### **Hiring Lecturers, Adjuncts, & Other Faculty**

Typically, “other faculty” are hired to help cover classes and are appointed on a semester-by-semester basis. Unless previously appointed in a specific job code or specified to the HR Manager, most other faculty are hired as Lecturers.

To hire someone as a Lecturer, Adjunct, or Other Faculty:

1. Confirm with the prospective hire that they will be available to cover the course.
2. Email the HR Manager their contact information, resume/CV, the semester they will be hired, and the course to which they will be assigned.
3. The HR Manager will get approval from the department Chair before proceeding with the hire.
4. The current standard rate for teaching a 3-credit course (33% FTE) is \$10,400 per semester. If you believe there are extenuating circumstances which warrant a higher salary (i.e. large enrollment, several sections/labs, etc.) please contact the department Chair to discuss.
5. The HR Manager will route the offer letter via DocuSign *1-1.5 months* prior to the start of the appointment. New hires will receive additional onboarding information from the HR Manager once their offer letter is signed.

#### **Additional notes:**

- Faculty cannot be provisioned (a.k.a. assigned to a course) in the system until they are provided an employee ID. Therefore, if the hire does have an existing employee ID, there will be a delay in their name showing on the course listing. We apologize for this inconvenience and will work as quickly as possible to get their name added.
- All new hires are required to complete a background check. Those with existing background checks that are older than 3 years will be required to complete a new background check.
- Research Faculty (postdocs, PRAs, RAs) are permitted to hold one teaching appointment per calendar year. Those in the Research Professor series are only permitted to hold teaching appointments in *extenuating circumstances* and require approval from the College of Engineering & Office of Faculty Affairs.