



### **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 current standard rate for teaching a 3-credit course (33% FTE) is \$10,000 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.
4. 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 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.
- If any hires need assistance accessing and utilizing Canvas, please have them email Rebecca Rico ([Rebecca.rico@colorado.edu](mailto:Rebecca.rico@colorado.edu)) for assistance.