

New Adjunct Faculty Hiring Process

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FUNCTION/PHASE	OWNER	NOTES/ACTION
<p><u>Prequalification Screening</u></p> <ul style="list-style-type: none"> ✓ Create position(s) in HCM ✓ Ensures that there are 'seats' open in the position to add/hire the Applicant ✓ Faculty Minimum Qualification Audit Form <ul style="list-style-type: none"> ○ Review Resume/Application ○ Review Unofficial/Official Transcripts ○ Review Course Completion Form ○ Review Letters of Work Experience ✓ Inquire about teaching load across MCCCCD and remind of limits per policies 	<p>Division Chair & Administrative Support</p>	<p>Position Management: provides job aids to assist in creating a position</p> <p>For Questions on Creating a position, refer to EMCC Budget Office</p> <p>Complete Faculty Minimum Qualification Audit Form indicating the Division on upper left corner of form</p> <p>Find Faculty Minimum Qualification Audit Form</p>
<p><u>Points to Verify In Interview</u></p> <ul style="list-style-type: none"> ✓ Introduction ✓ Minimum Qualifications for discipline ✓ EDU 250 or Equivalent* ✓ Need for Official Transcripts (<i>copies from other MCCCCD colleges will not be accepted as officials</i>) ✓ Letters of Work Experience (<i>if applicable</i>) ✓ Provide New Adjunct Employee with the How to Create a Profile/Register and Guide for How to apply to the Adjunct Faculty Pool Instructions ✓ Inform Applicant to use Division Chair or Admin name as a referral (this will prompt an auto email to the referral once the applicant has submitted the application) 	<p>Division Chair</p>	<p>*Point out the requirement for EDU 250 within 2 years of initial hire at MCCCCD.</p> <p>*Letters of Work experience must be on official company letterhead – resume may not take place of letters</p> <p>Sample Letter of Work experience</p>

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<p><u>Applicant Process</u></p> <ul style="list-style-type: none"> ✓ Create profile/register ✓ Apply to the appropriate Adjunct Pool ✓ Approve Job Offer – Login with profile info created ✓ Complete new hire onboarding forms (if applicable) 	<p>Applicant</p>	<p>All Faculty need to create a profile and apply in the appropriate discipline Adjunct Pool(s) on the Maricopa Jobs website</p>
<p><u>Initiate Notification of New Hire</u></p> <ul style="list-style-type: none"> ✓ Submits Helpdesk Ticket (Intent to Hire) for each Applicant to hire (<i>This step may be completed after confirmation the new applicant has applied to Maricopa Job Website</i>) ✓ Provide HR with Faculty Minimum Qualification Audit Form with supporting documents used to determine qualifications: <ul style="list-style-type: none"> ○ Resume ○ Unofficial/Official Transcripts ○ Letters of Work Experience (<i>if applicable</i>) ○ Proof of EDU 250 (<i>if applicable</i>) 	<p>Division Chair & Administrative Support</p>	<p>**Guide for Division Chairs & Admin. Support** Steps for Assigning Faculty to Classes</p> <p>Division Chair will give Faculty Minimum Qualification Audit Form and supporting documents to HR to complete the Internal HR Process</p>
<p><u>HR Helpdesk Ticket *</u></p> <ul style="list-style-type: none"> ✓ State Intent to Hire ✓ Provide New Adjuncts Legal Name (please refrain from using nick names) ✓ State discipline applicant will be teaching ✓ Provide anticipated start date ✓ Position number is required in order to initiate the helpdesk ticket 	<p>Division Chair & Administrative Support</p>	<p>Submit Human Resources Helpdesk Ticket (HDT)</p> <p><i>*This step may be completed after administrative support has confirmed the applicant has applied to Maricopa Job Website</i></p> <p>HDT Sample</p>

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<p><u>Onboarding Process</u></p> <ul style="list-style-type: none"> ✓ Receives & reviews Faculty Minimum Qualification Audit Form & supporting documents <ul style="list-style-type: none"> ○ Resume ○ Unofficial/Official Transcripts ○ Letters of Work Experience ○ Proof of EDU 250 (<i>if applicable</i>) ✓ Place Faculty Minimum Qualification Audit Form & supporting documents in Pending Folder for Internal Process ✓ Reviews Helpdesk Ticket and check applicant for profile information in HCM ✓ Verifies if the applicant has applied ✓ Links applicant to position ✓ Creates Job Offer and submits for approvals (hiring manager, HR, and budget) ✓ Sends applicant an email with instructions to complete background check ✓ Sends applicant an email with instructions how to approve Job Offer with attached onboarding forms, if applicable ✓ Sends email updates as needed to division chair ✓ Applicant completes onboarding forms and returns forms in person to the HR office 	<p>Human Resources Office</p>	<p>Place Faculty Minimum Qualification Audit Form & supporting documents in the pending folder until Applicant has completed onboarding forms and returns in person to HR office</p> <p>Include additional documents with onboarding forms, if needed</p> <p>Onboarding forms and Job Offer instructions are sent to applicant after background check results are received (clear) and Job Offer approvals are complete</p> <p>HR Office Location: Komatke Hall A</p> <p><u>Window Office Hours</u> Normal Hours: Monday - Friday: 8:30 am-4:30 pm</p> <p>Summer Hours: Monday - Thursday: 7:30 am-5:30 pm</p>
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<p><u>HR Internal Process</u></p> <ul style="list-style-type: none"> ✓ Receives and reviews applicants onboarding forms ✓ Place Faculty Minimum Qualification Audit Form & supporting documents with onboarding forms <ul style="list-style-type: none"> ○ Resume ○ Unofficial/Official Transcripts ○ Letters of Work Experience ○ Proof of EDU 250 (if applicable) ✓ Update Adjunct Faculty Coversheet, scans and saves copy in share drive ✓ Provide employee with Adjunct Faculty Coversheet ✓ Show applicant items pending to be submitted to HR to complete personnel file ✓ Input applicant into HCM ✓ Add new adjunct to SIS instructor advisor table ✓ Reply to Helpdesk ticket: <ul style="list-style-type: none"> ○ Attach Adjunct Faculty Coversheet noting documents that are pending to be submitted to HR to complete personnel file ○ Provide Employee ID Number ○ Provide Record No. for position requested to be hired ○ Provide MEID ○ Add Class Request DL to HDT ○ Close HDT 	<p>Human Resources Office</p>	<p>Faculty Minimum Qualification Audit Form is given to HR by Division Chair</p> <p>HR Staff will update Adjunct Faculty Checklist with items turned in with the Minimum Qualifications Audit Form</p> <p>Add Class Schedule DL to HDT so that Scheduling knows New Adjunct is ready to be staffed in SIS: DL-EMC-ClassRequests@estrellamountain.edu</p> <p>*Employee can review HR Office copy of Adjunct Faculty Employee Handbook. Adjunct Faculty Employee Handbook can be found at: http://www.maricopa.edu/employees/divisions/hr/files/managing/policy/adjfachandbook.pdf</p>
<p><u>Final Steps</u></p> <ul style="list-style-type: none"> ✓ Division Chair/Admin Support sends staffing requests to schedulers to get faculty assigned to classes in SIS ✓ Division Chair approves assignments in SIS ✓ Division Chair/Admin Support submits IT request 	<p>Division Chair & Administrative Support</p>	<p>Division Chair/Admin will submit IT help desk ticket if applicable to set up email and phone</p>



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<p><u>Follow-up of Compliance</u></p> <ul style="list-style-type: none"> 🕒 30 Days - Status update to Administrative Support 🕒 45 Days – Status update Administrative Support and cc: Division Chair 🕒 60 Days – Status update to Administrative Support and cc: Division Chair & Dean 🕒 90 Days – Status update to Administrative Support and cc: Division Chairs, Deans & Vice President 	<p>Human Resources Office</p> <p>&</p> <p>Division Administrative Support</p>	<p>Human Resources will send Adjunct Faculty Tracking Sheet with only adjuncts who are missing documents; list will be sorted by Division</p> <p>Administrative Support to send out reminders to adjuncts about missing documents pending to complete personnel file</p> <p>Note: Updated Adjunct Faculty Tracking sheet will be sent out during each phase of email notices (<i>adjuncts that have complied with requirements will not appear on the next notice</i>)</p>
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<p><u>EDU 250 Course Completion</u></p> <ul style="list-style-type: none"> ✓ Notice to Division Chair and Administrative Support one semester PRIOR to due date ✓ Division Chair/Administrative Support Notifies Adjunct Faculty of pending due date to complete 	<p>Human Resources Office</p> <p>Division Chair & Administrative Support</p>	<p>HR Office will provide list of adjuncts with approaching due date</p> <p>Administrative Support to inform adjunct of due date to complete course</p>
<p><u>2 Years Have Elapsed</u></p> <ul style="list-style-type: none"> ➤ Notice to Division Chair and Administrative Support ➤ Exception to allow adjunct to teach without EDU 250 course completion (<i>minimum qualification</i>) ➤ Allow adjunct to teach in future semesters without EDU 250 course completion <ul style="list-style-type: none"> * Ineligible to teach 	<p>Human Resources Office</p> <p>Division Chair</p> <p>President's Office</p>	<p>HR will provide list of adjuncts who's due date has elapsed</p> <p>Complete Adjunct Faculty Exception Form as a one-semester-only exception</p> <p>Complete Adjunct Faculty Exception Form & must have President's signature</p>