

Section: EMPLOYMENT
Subject: Hiring Process for Adjunct, Temporary and Student Employees
Number: HR 3125

I. Institutional Regulations

- A. Supervisors shall not discriminate in the hiring of Adjunct, Temporary and Student employees on the basis of race, color, national origin, creed, religion, sex (including pregnancy), sexual orientation, gender identity, age, disability, genetic information, actual or potential parental, family or marital status of a person, or to the extent covered by law, veteran status.
- B. Adjunct, Temporary and Student employees shall not begin work until all hiring documentation has been submitted and approved by the Provost/Dean/Director and Human Resources.
- C. Criminal History Record Investigations shall be conducted on all Adjunct, Temporary and Student applicants recommended for hire according to the provisions of HR 3132.

II. Procedure

A. Adjunct Instructors

- 1. Supervisors may fill temporary teaching needs by screening Adjunct applications on file with the department, soliciting new applications, or appointing previously approved Adjunct instructors.
- 2. Selection of Adjunct credit, Academic Achievement Center, and ABE/HiSET/HSE/ESL Instructors, Counselors, and Librarians shall be the responsibility of the supervising Provost/Dean/Director. Personal interviews shall be conducted with applicants before they may be recommended for employment. The Provost/Dean/Director shall consider recommendations offered by program faculty and/or the program chair.
- 3. All recommended applicants shall be required to document their education and experience by completing a DMAACC employment application form and providing appropriate transcripts, if applicable.
- 4. For credit instructors, supervisors shall conduct a reference check with the applicant's most recent supervisor. Reference checks are recommended for applicants for all other types of adjunct positions.
- 5. Supervisors shall complete a Request for Adjunct, Temporary or Student Employee form for all applicants recommended for employment, attach the Course Approval form, employment application, transcripts, reference form, Authorization/Consent and Release for Background Check, and Data Record for Adjunct Instructors, Temporary and Student Employees and submit the materials to Human Resources. Application materials shall be maintained in Human Resources.
- 6. Scheduling to Teach
 - a. Applicants for Adjunct credit, Academic Achievement Center, and ABE/HiSET/HSE/ESL instruction, Counselors and Librarians must be approved by Human Resources before they may be scheduled to teach. They may only be approved if they meet DMAACC minimum standards. If there are no suitable applicants available who meet minimum standards, applicants who do not meet minimum standards may be hired for one semester only so that courses may be offered. These exceptions must first be approved by Human Resources.
 - b. Application materials for applicants to teach non-credit courses must be processed by Human Resources before they may be scheduled to teach. Minimum standards for non-credit instructors are determined by the supervising Provost/Dean/Director.

- c. A Credit Class Input Document or a Non-credit Input Document, as applicable, shall be required in order to schedule an Adjunct employee to teach.
 7. Employment Authorization
 - a. A Load Sheet or an Instructor Pay Form, as applicable, shall be required in order to pay an Adjunct Instructor.
 - b. A Non-credit Instructor Input Form (P-43) shall be required for Adjunct Counselors and Librarians, and Adjunct ABE/HiSET/HSE/ESL and Academic Achievement Center instructors;
 - c. Electronic Personnel Action Form (EPAF) shall be required for Adjunct instructors performing activities listed on the Temporary, Adjunct and Student Pay Rate schedule under "Other Adjunct". The maximum period of employment authorization that may be submitted on an adjunct EPAF is one year, from August 15 to August 14.
 8. The supervisor shall be responsible for ensuring all employment documents are properly completed according to Human Resources guidelines and that all required documentation is submitted or already on file.
 9. Appointment letters shall be sent to applicants approved for employment as credit, Academic Achievement Center, and ABE/HiSET/HSE/ESL instructors, Counselors or Librarians. The appointment letters must be signed by the employee, returned to the supervisor and maintained in department files.
- B. Temporary and Student Employees
 1. Supervisors are encouraged to meet temporary staffing needs by hiring students whenever possible.
 2. Supervisors may screen Temporary applications on file with their department, may solicit new applications, or may contact previous employees.
 3. For all applicants recommended for employment, a Request for Adjunct, Temporary or Student Employee, Authorization/Consent & Release for Background Check and Data Record for Adjunct Instructors, Temporary and Student Employees must be submitted to Human Resources. It is also recommended that a Reference check(s) be completed with the applicant's most recent supervisor.
 4. After the applicant is approved for hire, employment of a Temporary or a Student employee is authorized by an Electronic Personnel Action Form (EPAF), initiated by the supervisor and approved by the Provost/Dean/Director, and Human Resources or Financial Aid for Work Study employment, before the employee is allowed to begin work.
 - a. The supervisor shall be responsible for ensuring that the Electronic Personnel Action Form (EPAF) is properly completed and that all required documentation is submitted according to Human Resources guidelines or is already on file.
 - b. For Temporary employees, the maximum period of employment authorization that may be submitted on an Electronic Personnel Action Form (EPAF) is one fiscal year, from July 1 through June 30.
 - c. For Student employees (not Work Study), the maximum period of employment authorization that may be submitted on an Electronic Personnel Action Form (EPAF) is one fiscal year, from July 1 through June 30.

- d. For Work Study Student employees, the maximum period of employment authorization that may be submitted on an Electronic Personnel Action Form (EPAF) is one fiscal year, from July 1 through June 30. Special permission from the Financial Aid Department is required for work study employment during a Summer Semester or during a scheduled break.

APPROVED: *Sandy Inpr*
Executive Director, Human Resources

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