

Because WSUV hires nearly 100 adjunct instructors each semester, it is important to plan early and to follow a standardized and efficient process for identifying and bringing the appropriate instructors on board in a timely fashion. Finance & Operations and Academic Affairs have collaborated in developing a standard procedure for hiring adjuncts to be used by all Vancouver campus Units.

The procedure consists of this document plus the accompanying "Step-by-Step Adjunct Hiring Procedure". Together, these two documents outline the necessary steps and tell who is responsible for each step. Our goal is to make the adjunct hiring process smoother for everyone involved.

### Budget Planning

Academic Units are responsible for tracking dollars spent and staying within Unit budgets. Academic Units should create tools to closely monitor and manage adjunct expenditures on a semester-by-semester basis.

The Faculty Information Form (FIF or SFIF) is the primary means of communicating proposed adjunct expenditures to Finance & Operations. It is important to fill it out accurately and completely. Questions regarding how to properly fill out the FIF should be addressed to Finance & Operations.

### Paperwork Deadlines

**Because the hiring volume is so high and timing is critical, the Academic Units will be required to complete Steps #1 - #8 of the "Step-by-Step Adjunct Hiring Procedure" at least one month prior to the start of each semester (or summer session).** That being said, it is understood that unforeseen circumstances may arise and last minute changes may become necessary. Finance & Operations and Academic Affairs will remain flexible and willing to work through such situations with the Academic Units, provided that there has been ongoing communication with regard to potential problems. **In any event, it will be critical to have ALL steps completed one week prior to the start of the semester (or session) to assure that adjuncts will receive a paycheck.**

### Standard WSU Adjunct Appointment Letter

WSU requires the use of a standard Appointment Letter for all adjuncts, which can be found on the University's web site under [The New Hire](#). Select the "Non-Tenure Track, Temporary" category on this web page, then select "Letters for Regional Campus Appointments", and then "Lecturer/0200 Offer Letter". **Since Pullman HRS makes frequent changes to faculty offer letters, you are advised to pull this template up every time you go to issue a new adjunct letter.** The letter should be personalized to the campus or unit, as indicated in the template. In addition, it should be modified as follows:

- a. If the adjunct is being reappointed, delete the paragraph that discusses citizenship and employment authorization (I-9), and delete the Employment Eligibility Verification Form List of Acceptable Documents under "Enclosures".
- b. For spring/fall adjuncts **only**: In the paragraph near the end that asks for the letter to be returned, add "and the enclosed Conditions for Temporary Employment form" after "Please return a signed copy of this letter...". List the Conditions for Temporary Employment form under "Enclosures".
- c. The letter should be returned to the Vice Chancellor for Academic Affairs, Washington State University, 14204 NE Salmon Creek Avenue, Vancouver, WA 98686-9600. Request that the letter be returned within 10 days of receipt.

- d. If the adjunct is being reappointed, change the last sentence of the letter to state, “The faculty of the College/Department are delighted that you have chosen to **continue** your career at Washington State University Vancouver.”
- e. Letters for adjunct faculty members **do not** require the signature of the Department Chair. Therefore, delete the Department Chair signature line and replace it with a line for the Academic Director’s signature. Print an original letter on WSUV letterhead, have the Academic Director sign it, and then forward it to Academic Affairs, along with other documentation as required by this procedure. Only one original of the letter is required. Include a mailing envelope with your department’s budget code in the upper left corner. Academic Affairs is responsible for mailing the letter and tracking its return.

### **Credentials Exceptions**

Academic Affairs has developed a new Credentials Exception form to be completed and forwarded to Academic Affairs (along with the Appointment Letter) whenever one of the following circumstances occurs:

- a) Whenever an adjunct faculty member without a terminal degree (in most disciplines, a doctoral degree) will be teaching a course at the graduate level, or whenever an adjunct faculty member without a masters degree will be teaching a course at the undergraduate level, OR;
- b) Whenever the adjunct **does** possess the necessary degree, **but in a different and unrelated field**, OR;
- c) Whenever an adjunct for whom there has already been Credentials Exception for one course will be **teaching a new and different course**.

*A writable template for the Credentials Exception accompanies this procedure. Please note that your input to this form will not save on the computer. After you fill it out, it must be printed out and sent to Academic Affairs (hard copy or scan).*

### **Official Adjunct Faculty Files for the Vancouver Campus**

**Academic Affairs will maintain the official adjunct faculty files for the Vancouver campus and will comply with retention policies as set forth by the University for the “Unit” level.** Academic Affairs will therefore maintain originals of certain key documents, such as the Appointment Letter, official transcript, and Conditions for Temporary Employment. Academic Affairs will also be responsible for providing Pullman HRS with copies of any adjunct faculty documents they require, with the exception of W-4, Direct Deposit, and electronic I-9 information, which must be provided directly to Pullman Payroll by the Academic Unit.

Academic Units are free to maintain their own files on each adjunct faculty member. **However, due to privacy of information requirements, Units must never maintain any hard copy I-9, W-4, or Direct Deposit information in their files.** Units may request copies of fully-executed Appointment Letters, Conditions for Temporary Employment, or official transcripts from Academic Affairs.

## Forms and Documents

The following table lists all of the forms and documents relevant to the adjunct hiring process. The table also outlines retention requirements. Academic Units may retain copies of any of these items **other than I-9, W-4, and Direct Deposit documentation.**

<u>Document</u>	<u>Hard Copy Original</u>	<u>Copy</u>	<u>Frequency</u>
Faculty Information Form (FIF or SFIF)	AA		Per semester or session/per appointment
Conditions for Temporary Employment (CTE)	AA		Same as FIF
Temps Appointment Display (for spring/fall only)		ELECTRONIC	Same as FIF
Personnel Action Form (for summer only)	Adjunct		Same as FIF
Appointment Letter	AA	HRS-Pullman	Same as FIF
CV/Resume	AA	HRS-Pullman	Same as BDS
3 Letters of Recommendation	AA	HRS-Pullman	Initial hire
Official Transcript of Highest Degree	AA		Same as BDS
Credentials Exception	AA		If required, for each new course
I-9 Documentation		ELECTRONIC	Initial hire or as required
W-4	Payroll-Pullman		Initial hire
Direct Deposit (optional)	Payroll-Pullman		Same as above
“List of Acceptable Documents”	List given to new adjuncts for I-9 information purposes.		

Step-by-Step Adjunct Hiring Procedure		Revised 2/7/12	
<b>Academic Unit: Preparation of Hiring Packet - To Be Done 1 Month Prior to Start of</b>			
	<b>Semester or Session</b>		
<b>#</b>	<b>New Adjuncts</b>	<b>Returning Adjuncts</b>	<b>Important Notes</b>
1.	Complete Faculty Information (FIF) for spring/fall adjuncts or Summer Faculty Information Form (SFIF) for summer adjuncts.	Same.	<b>Overloads</b> - A box has been added to the spring/fall FIF for overloads. However, the use of full-time faculty (permanent or temporary) to assume overloads in the spring or fall is subject to AA approval. If a request for overload is received, Finance & Operations will notify Academic Affairs at Step #1. If an exception is made for a spring or fall overload, the process will be the same as the adjunct process, i.e. an appointment letter will be necessary. For tenured/tenure-track faculty teaching summer courses, no appointment letter is necessary.
2.	Email "List of I-9 Acceptable Documents" to adjunct. Adjunct will come in for I-9 set up after the Appointment Letter is fully executed.	Have adjunct come in only if the I-9 is has expired and a renewal is required.	
3.	Send hard copy original of FIF (or SFIF) Finance & Operations (F&O).	Same.	
4.	Collect a CV/Resume and 3 Letters of Recommendation from the adjunct.	Not required for returning adjuncts, except if there has been a change in credentials.	<b>Letters of Recommendation</b> - These must come from professionals in the field or faculty (at WSUV or elsewhere) who can speak to the candidate's abilities <b>to teach the course in question or in the discipline.</b>
5.	Have the adjunct request an official transcript of the highest degree, which must be sent directly to Academic Affairs (AA).	Not required for returning adjuncts, except if there has been a change in credentials.	<b>Requests for Official Transcripts</b> - The adjunct should request an official transcript of their highest degree to be sent directly from the university that granted the degree to the Vice Chancellor for Academic Affairs, Washington State University, 14204 NE Salmon Creek Avenue, Vancouver, WA 98686-9600.
<b>Academic Unit: Preparation of Hiring Packet - To Be Done 1 Month Prior to Start of</b>			
	<b>Semester or Session</b>		
<b>#</b>	<b>New Adjuncts</b>	<b>Returning Adjuncts</b>	<b>Important Notes</b>
6.	Prepare Appointment Letter using WSU's standard template for Lecturer/0200 Offer Letter - Regional Campus. <b>Refer to the attached "Overview of Adjunct Instructor Hiring Procedure" for important instructions on how to customize this letter.</b>	Same, except tailored to returning adjuncts, as indicated in the attached "Overview of Adjunct Instructor Hiring Procedure".	

7.	Complete a Credentials Exception form, if required.	Complete a Credentials Exception form, if required, only if a new course is being taught.	<p><b>Credentials Exception</b> - This new form, which accompanies this procedure, must be completed by the Academic Director for adjuncts who do not possess a doctoral degree in the teaching discipline for graduate courses, or a master's degree in the teaching discipline for undergraduate courses. The Credentials Exception must address the candidate's <i>unique preparation to teach the content in the proposed course and why an instructor with a terminal degree is unavailable</i>. A new Credentials Exception is required with each new course taught.</p>
8.	Send complete packet to AA: CV, 3 Letters of Recommendation, Credentials Exception (if required), Appointment Letter (provide only one original), and mailing envelope with department budget code in the upper left hand corner.	Send only Appointment Letter and mailing envelope with department budget code written above return address. Also include any new documents due to a change in credentials.	It is not necessary to include the FIF (or SFIF) in the package because AA will have already received this from F&O.
<b>Academic Affairs: Appointment Review</b>			
<b>#</b>	<b>New Adjuncts</b>	<b>Returning Adjuncts</b>	<b>Important Notes</b>
9.	Review hiring packet and approve or deny the appointment via signature on the FIF (or SFIF) and Appointment Letter.	Same.	
10.	Mail signed Appointment Letter to adjunct, along with Conditions for Temporary Employment (spring/fall adjuncts only).	Same.	
11.	Once the completed documents are received back from the adjunct, AA will be responsible for providing Pullman with copies of any documents required for their files.	Same.	

<b>Academic Unit: Final Steps</b>			
<b>#</b>	<b>New Adjuncts</b>	<b>Returning Adjuncts</b>	<b>Important Notes</b>
12.	Have adjunct come in for I-9 set-up and request W-4 and Direct Deposit information (optional). Forward these items to Pullman Payroll.	Update I-9, W-4 and Direct Deposit information if necessary.	<b>W-4 and Direct Deposit Information</b> - Units must not keep copies of this type of documentation in their files.
13.	<b>For summer adjuncts only</b> - upon receipt of hard copy of Personnel Action Form (PAF) and salary schedule, provide the adjunct with a hard copy of the PAF.	Same.	<b>PAF - For summer adjuncts only</b> - the PAF is considered to be part of the contract and must therefore be presented to the adjunct in hard copy prior to the start of the summer session. Spring and fall adjuncts must instead sign and return the Conditions for Temporary Employment form.

### **FTAW Calculations for Fall and Spring Adjuncts**

<u><b>Credits</b></u>	<u><b>FTAW</b></u>
1	6.67%
2	13.33%
3	20.00%
4	26.67%
5	33.33%
6	40.00%
7	46.67%
8	53.33%
9	60.00%
10	66.67%
11	73.33%
12	80.00%
13	86.67%
14	93.33%
15	100.00%

**Lecture and Lab credits use the same calculation**

## Faculty Teaching Credentials Exception

Please complete and submit to Academic Affairs, along with the Appointment Letter and other necessary materials, under the following circumstances:

- a) Whenever a faculty member without a terminal degree (in most disciplines, a doctoral degree) will be teaching a course at the graduate level, or whenever a faculty member without a masters degree will be teaching a course at the undergraduate level, OR;
- b) Whenever the faculty member **does** possess the necessary degree, **but in a different and unrelated field**, OR;
- c) Whenever an adjunct faculty member for whom there has already been Credentials Exception for one course will be **teaching a new and different course**.

Faculty Member Name: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

Semester and Year: \_\_\_\_\_

Full Course Title: \_\_\_\_\_

Academic Credentials (list highest degree, discipline, and institution awarding the degree):

\_\_\_\_\_

Describe why efforts to locate candidates with qualifying credentials have not been successful:

\_\_\_\_\_

\_\_\_\_\_

Describe the course content (i.e., course objectives and/or catalog description) and the candidate's unique qualifications to teach the course, e.g. professional experience in the field, demonstrated contributions to teaching in the field, certifications, licensures, graduate credit hours in the discipline short of a degree, honors and awards, etc.

Course Objectives and/or Catalog Description	Candidate's Qualifications

Academic Director: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_