

College of Engineering Adjunct Hiring Process

Guiding Principles

- Provide flexibility for the department to hire adjuncts to teach courses.
- Create a transparent and collaborative environment amongst the department and collegiate staff.
- Create a seamless transition of process, streamlining to make it more efficient.
- Provide clear information about salary practices and the hiring process for adjuncts.
- Create clear lines of communication throughout the process.
- Create consistency in our adjunct pay practices.

Values

- Accountability, Appreciation, Community, Respect, and Timeliness

Details

1. An adjunct may teach no more than **two** courses per semester. Per university policy, adjunct appointments must be less than 50% effort across all adjunct jobs.
2. Salary ranges for adjunct appointments based on teaching a 3-semester hour course are as follows:

	Minimum Salary*	Maximum Salary*
Entry Level - new to teaching at the collegiate level; Recent PhD graduate	\$7,000	\$8,500
Experienced Level – Previous Teaching Experience at the collegiate level. They may have taught multiple courses and have a proven track record of effective teaching.	\$8,500	\$10,000

**fringe not included in above salary amount*

3. To begin the adjunct hiring process, complete a [hiring request](#):
 - Information needed for the Hiring Request is:
 - Name of the instructor, salary amount, semester, course and a CV
 - Hiring Request will be routed for approval:
 - Stop 1: DEO (if not the initiator) - required
 - Stop 2: CoE Chief Financial Officer/Chief Operating Officer – required; Associate Dean for Academic Programs – view
 - Stop 3: CoE HR Team - required
4. Once the hiring request is approved the CoE HR team will create the offer letter and route it for signatures via DocuSign to the DEO, Associate Dean for Academic Programs and the instructor. All those in the workflow path will receive a copy of the DocuSign, including the department administrator.
5. After the offer letter is signed, the CoE HR team will generate any HR transactions needed for complimentary appointments and/or paid appointments.

Evaluation of criteria, salary ranges, and workflow form will be completed on an annual basis and adjusted accordingly.