

# Request to Hire an Adjunct Instructor

Name:

Preferred Start Date:

Org/Dept Number

# Adjunct Instructor Candidate Interview and Approval Checklist

Complete this form after interviews are initiated and candidate is selected and approved.  
 After form is complete submit to Human Resources along with all interview notes and approval documents.

Position: \_\_\_\_\_

Interview Committee
1.
2.
3.
4.
5.

<u>Top 3 Candidates</u>	Results:
1.	
2.	
3.	

Selection Rubric Included

## Documents to submit to Dr. Daniel for Approval of Selected Candidate

Complete ROPA

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A mo with minimum of 2 references (3 strongly preferred)

k /or Hirebridge Application

Copy of Transcripts ( )

Highlight candidate's 18 graduate credit hours on transcripts

OR

Went through Institutional Effectiveness for credentialing experience documentation, approved by Institutional Effectiveness VP

## Submit to Human Resources

Signed Approval from Dr. Daniel

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A *(interview notes should be in a file and labeled with position name)*