Hiring Process for Adjunct Faculty

1. **ADJUNCT FACULTY CANDIDATE:** Apply for departmental adjunct job posting in Taleo.

2. **HIRING DEPARTMENT:**

   - Move candidate to "Qualified" step in Taleo.

   - Submit Certification of English Language Competency to charlene-davenport@utc.edu

3. **ADJUNCT FACULTY CANDIDATE:** Official transcripts from all Masters and Doctoral degrees must be sent directly to charlene-davenport@utc.edu from the College/University. Transcripts received from candidate are NOT acceptable.

4. **HIRING DEPARTMENT:**

   - **Submit New Hire/Rehire Form and New Hire Packet –** HR Forms
     Please submit the new hire packet well in advance of the new employee start date to ensure compliance with Federal requirements for completion of I-9 and E-Verify on or before the first day of work.

   - Create Pending Employee Account to generate a UTC ID and e-mail account and request Banner/Canvas access: ZPHRRECORD000 – Record a Pending Employee

5. **ADJUNCT FACULTY CANDIDATE: Requesting Banner/Canvas Access**

   All new faculty, both full-time and part-time, are required to complete FERPA (Family Education Rights and Privacy Act) and Faculty Self-Service Banner (SSB) training prior to being placed on the teaching schedule, accessing course related data in Banner, and UTC Learn (Canvas).

   Step 1: Faculty members must submit a Registrar Training Request Form to request access for both FERPA and Faculty Self-Service Banner (SSB) training. This will generate a ticket and you will receive instructions on how to access the trainings.

   Note: You must have a generated UTC e-mail account and UTC ID prior to training access. You must also have already set up your UTC password to access your UTC e-mail address since all correspondences will be sent to your UTC email address via the ticket. If you have not done this, please go back to item 1 Net ID/UTC ID and Password to set up your Password.

   Step 2: Upon completion of training, faculty members must complete the Training Verification Form outlined in the ticket e-mail. The Training Verification Form for Adjunct and Faculty may also be found HERE. This may take up to two (2) business days. You will be notified and your ticket will close once your request has been completed.

   If you are experiencing problems with the form and need assistance, please email registartraining@utc.edu. After confirming the appropriate paperwork has been received, you will be set up as an instructor in Banner by Charlene Davenport and scheduling@utc.edu will assign your courses in Banner.

6. **ADJUNCT FACULTY CANDIDATE:** New Faculty Checklist