

## Hiring Process for Adjunct Faculty

### 1. HIRING DEPARTMENT or BUDGET MANAGER:

Create a pooled Adjunct Faculty position (Create New Position) in DASH for each Academic Department

### 2. ADJUNCT FACULTY CANDIDATE: Apply for departmental adjunct job posting in Interfolio

- All adjunct postings have been transitioned from Taleo to DASH
- Taleo was decommissioned on March 31

### 3. HIRING DEPARTMENT:

- Move candidate to “Offer Pending” step in Interfolio
- Notify HR of the selected candidate to initiate the background check at [Request Adjunct Hire](#) e-form
- Submit [Certification of English Language Competency](#) to [charlene-davenport@utc.edu](mailto:charlene-davenport@utc.edu)

### 4. ADJUNCT FACULTY CANDIDATE:

- Official transcripts from all Masters and Doctoral degrees must be sent directly to [charlene-davenport@utc.edu](mailto:charlene-davenport@utc.edu) from the College/University. Transcripts received from the candidate are NOT acceptable
- Candidate will receive onboarding journey from DASH for completion of I-9, W-4, personal data form and any additional hiring information.
- Candidate will present original I-9 documentation to adjunct hiring department for verification and attaching in Equifax (no change in current process)

### 5. HIRING DEPARTMENT:

Hiring department will attach copies of original I-9 documentation in Equifax prior to adjunct start date

**6. HUMAN RESOURCES:**

Human Resources will create pending employee and create new employee record in DASH

**7. ADJUNCT FACULTY CANDIDATE:**

**Requesting Banner / Canvas Access (Must have NETID)**

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 correspondence 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](mailto: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](mailto:scheduling@utc.edu) will assign your courses in Banner

**8. ADJUNCT FACULTY CANDIDATE: [New Faculty Checklist](#)**

**9. HIRING DEPARTMENT / BUDGET COORDINATOR:**

Submit assignment change or recurring payment (existing adjuncts) to assign FTE and monthly pay