

3357:13-16-033 Adjunct Hiring Guidelines

The following guidelines are to be followed when hiring adjunct faculty:

- (A) Recruit/interview adjunct candidate(s).
- (B) Select candidate and forward the completed and signed Adjunct Approval form (Form 16-033a pages 1 and 2) to Human Resources (F-6). Please only forward forms for candidates you intend to hire.
- (C) Human Resources will check criminal background via the Ohio Department of Rehabilitation and Correction, Ohio Attorney General, Mansfield Municipal Court and Richland County Common Pleas Court, etc.
- (D) Upon successful completion of a criminal background check, Human Resources will mail a new hire packet to the adjunct candidate or provide the Dean/Chair/Program Director with a new hire packet for the candidate. Once the completed packet is returned, Human Resources will notify the Dean/Chair/Program Director and Administrative Assistant for that division.

Effective: July 1, 2006

Next Review: July 1, 2011

Review Dates: 8/31/01, 7/1/06