

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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ADJUNCT HIRING GUIDELINES  
Policy No. 3357:13-16-033  
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Effective: July, 2006

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.

Approved: August 31, 2001  
CFO (Human Resources)