

## Hiring an Instructional Adjunct

### NEW HIRES ONLY

1. Department Manager provides HR with candidate name, email, and telephone contact
2. HR will contact candidate and provide direction to completing hiring package and scheduling an appointment for on-boarding
3. HR will forward the Department the candidate's completed Personal Data Form
4. Department will initiate the ePAF
5. HCM will be assigned by the Budget Office
6. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

### REHIRES (when there has been *a break in service* of at least one year)

1. Department notifies HR of Adjunct return
2. HR verifies and validates Adjunct I-9 documents currently on file
3. Adjunct provides HR with new original I-9 documents if existing documents have expired
4. Department prepares the ePAF
5. HCM will be assigned by the Budget Office

### REAPPOINTMENTS (when there is *NO* break in service)

1. Department initiates ePAF. The HCM position number will remain the same.
2. If there has been a change in rank/title, prepare the ePAF and a new HCM will be assigned by the Budget Office
3. *IF THE ADJUNCT IS ON A WORK VISA, THE DEPARTMENT IS TO ENSURE THAT THE ADJUNCT HAS SUBMITTED TO HR THE PROPER WORK AUTHORIZATION*

### ADJUNCT'S IMMEDIATE PRIOR APPOINTMENT AT QUEENS COLLEGE

1. Present evidence of degree to Department Chair
2. Department P&B determines if rank/title change is appropriate
3. Adjunct will provide HR evidence of their degree
4. Department will initiate the ePAF

#### NOTE:

- Adjunct is considered a **new hire** if there has been a break in service of **more than 3 years**
- Funding for search expenses is provided by Dean or Department Chair
- Contact Dean for guidance on funding for adjuncts requiring work visas
- Contact HR with questions on appropriate hourly rate and rank/title
- Refer to Multiple Position Policy and Workload Policy for other guidance

