

Process for Department Chairs to Hire High School Teacher as NNMC Adjuncts for Dual Credit

1. Teacher/interested party
 - a. applies directly to Department Chair
 - b. submits resume, letter of interest, official transcripts, 3 references

2. Department Administrative Assistant
 - a. Receives application materials
 - b. Date stamps and logs/documents receipt of application materials
 - c. Contacts applicant if information is missing or application is incomplete
 - d. Forwards application materials to Department Chair

3. Department Chair
 - a. Reviews application materials
 - b. Contacts applicant for an interview OR
 - c. Contacts applicant to inform them that their application has not been approved
 - d. Forwards Adjunct Faculty Information Sheet to Provost for final approval

5. Department Administrative Assistant
 - a. Contacts applicant if additional information is required (W4, I9, Drug Statement, and Direct Deposit Information)
 - b. Sees that hiring forms are filled out
 - c. Creates Letter of Appointment
 - d. Contacts HR to get Banner Number and gives to applicant
 - b. Contacts applicant to familiarize them with Banner
 - c. Creates file for applicant

6. Department Chair
 - a. Creates/offers the class
 - b. Reviews sample syllabi/curriculum with applicant
 - c. Notifies applicant regarding Letter of Appointment (only when class has made) and required paperwork (PAN)
 - d. Meets with applicant regarding processes and procedures for class creation, grading, book orders and other adjunct faculty responsibilities and resources

7. Department Administrative Assistant contacts applicant to determine which book(s) they want to order