M#: _____

Name: _____

OFFICE OF THE UNIVERSITY PROVOST

ADJUNCT FACULTY HIRING CHECKLIST

THE HR HIRING VERIFICATION WORKFLOW MUST BE SUBMITTED FOR ADJUNCTS BEFORE AN EPAF IS SUBMITTED.

Electronic Background Check Request Form
The department must complete and send the form by email as soon as the candidate is identified.

Electronic EPAF (submitted for adjuncts) **OR** PEF Form and Authorization for Payment of Extra Compensation (submitted for administrative/classified employees teaching a class for extra compensation)

Academic Preparation Certification Form (SACSCOC Form for each semester)
Must list **academic degrees with major(s), name of the conferring institution with the city and state, graduation date,** as well as **course titles, course numbers,** and **number of credit hours being taught each semester.** If the candidate is an exception to SACSCOC criteria, include alternate justification, including a minimum of three external sources of experience, honors, awards, etc. that attest to the individual's ability to teach and to exhibit an understanding of learning outcomes.

Current Curriculum Vita

Three current professional letters of recommendation
Letters must be specific to the adjunct position, addressed to the department chair, dated within the last year, and for SACSCOC exceptions, letters must be from external sources. Recommendation letters **should not** be character references. Letters of recommendation should be received **directly from the recommender**, and, if sent via an email, emails attached to letters of recommendation.

Original transcripts of college degrees as **sent DIRECTLY to the HIRING DEPARTMENT**
All conferred degrees are required and must not be issued to or received from the candidate. Any non-U. S.-conferred degrees must have transcripts translated to English (if necessary) and evaluated by an approved foreign credential evaluation service. If transcripts are received electronically, the printed email(s) with the link and password must be attached. If transcripts are already on file in the Provost Office, new transcripts are not required unless an additional degree(s) has been earned.

ADJUNCT PAY DATES for EPAF (position numbers ending in -870 or -867)

Fall: 9/1-12/31, 4 payments (ends in -870)

Spring: 2/1-5/31, 4 payments (ends in -870)

Fall A1 term: 9/1-10/31, 2 payments (ends in -867)
Fall A2 term: 11/1-12/31, 2 payments (ends in -867)

Spring A1 term: 2/1-3/31, 2 payments (ends in -867)
Spring A2 term: 4/1-5/31, 2 payments (ends in -867)

ADMIN/CLASSIFIED PAY DATES for PEF and Extra Comp Form (position numbers ending in -730)

Fall: 11/1-12/31, 2 payments

Spring: 3/1-4/30, 2 payments

Academic Affairs Use Only

Background Check	
Database	
PPAGENL	
PEAFACT	
SACSCOC Exception	