Adjunct Faculty Recruitment process

School/Department/Program Prepares Job Posting:

* Must contain one of the following EEO statements:
	+ "BGSU is an AA/EEO/Vet employer. We encourage applications from women, minorities, veterans, and persons with disabilities regardless of age, gender identity, genetic information, religion, or sexual orientation."
	+ "Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer. We are committed to fostering a diverse and inclusive environment and strongly encourage applications from women, minorities, veterans, and individuals with disabilities regardless of age, gender identity, genetic information, religion, or sexual orientation."
* Must contain background check statement.
* Must describe credentials required: CV, two letters of recommendation, official transcripts
* Two-week deadline from date of posting.
* Email posting to College for approval.

College:

* Reviews job posting and emails School/Department/Program approval and any corrections.
* Retains copy of job posting.

School/Department/Program posts position(s) for a minimum of two weeks in:

At least one regional or national outlet.

Free venues:

* + HigherEdJobs.com
	+ College of Arts & Sciences website
	+ School/Department/Program website

School/Department/Program collects applicants’ credentials

* Applicants submit letter of application, full curriculum vita, two letters of recommendation (dated within the past year), and official transcripts indicating highest degree. Incomplete files cannot be considered.

School/Department/Program reviews applicants’ credentials and establishes pool of adjunct faculty

* Department should document the search process (e.g., keep copies of online postings, keep track of the number of qualified applicants, provide criteria used for selecting finalist) in case the Department of Labor comes knocking

School/Department/Program selects finalist and

* Sends finalist’s file to College, which includes
* Request for Adjunct Faculty Contract (on College website)
* Letter of Application
* Curriculum vita
* Two original letters of recommendation (within 1 year)
* Official transcripts indicating highest degree
* Asks Human Resources to conduct background check on finalist (if a new hire)
	+ Emails College office when background check is approved

College sends letter with the additional hiring paperwork to prospective adjunct faculty member.

Departments may hire from the adjunct pool from June 1 through May 31 without re-advertising. A search must be done annually or as needed. Applicants may stay in the adjunct pool without re-applying if department notifies the applicants. **A new set of credentials (including a background check) is required of adjuncts who have not taught for us in the previous year**.

***\*PLEASE KEEP IN MIND, ALL ADJUNCT CONTRACTS WILL DEPEND ON CLASS ENROLLMENT***