

BYU-Hawaii New Adjunct/Visiting Faculty Hiring Form

This form must be submitted for every new adjunct or visiting faculty member, or an adjunct/visiting faculty member who has not taught in a year or more.

Position: Adjunct Visiting Faculty	Pre-Hiring Checklist:
Name of Candidate:	Highest degree obtained
Address:	College teaching experience: semester
City, State, Zip	
	Date of Pay Level Communicated
Email:	701 Call Hoar (Baoricio 3)
Phone:	, ,
CES NETID:	
	\$/supplement or other support
Semester to begin ; Does, or will, this person teach for another BYUH Program? I	
Courses to be taught	Semesters:
If this person has not taught the course(s) before, list related of	·
Program review committee members:	;;
;;;	;
Approval by Program: Signature	Date
Approval by Dean: Approve Disapprove	
Signature	Date
Review by Academic VP's Office: Approve Di	isapprove
Signature:	Date:

employment- related paperwork, including a TB test result.

* After notification of AVP approval, new adjunct/visiting faculty must visit Human Resources to complete

^{**} A copy of the adjunct's or visiting faculty's CV must acompony this form.

Adjunct/Visiting Faculty Hiring Process

- 1. Openings are advertised on HR website.
- 2. Interested candidates apply on line.
- 3. Finalist(s) Selection: Either the dean or a delegated member(s) of the program circulates the name/names and dossier(s), including the FIT statement, being considered as finalists among all program members, who either approve or disapprove of a finalist selection. Discussion continues until a consensus is reached.
- 4. Interviews: The dean and interested faculty interview finalists.
- 5. Either the dean or a delegated member(s) of the program circulate the name of the person being considered for hire among all program members who either approve or disapprove. Discussion continues until a consensus is reached.
- 6. AVP interviews finalist (phone, Zoom, or F2F).
- 7. HR finalizes the hiring process.

* In the event of remote applicants applying to teach on-line courses offered by BYUH, same vetting and interview process follows, without steps 1 & 2. After AVP's approval, applicants will be instructed to apply via BYU-Idaho Online Services, LLC.

**In unforeseen situations where a part-time adjunct instructor is needed immediately, the dean will have the ability to by-pass this process for a one semester only "emergency hire". If the need continues, the Adjunct Hiring Process should be followed.

Visiting Faculty who is invited via exchange or pre-arranged agreement:

Visiting Faculty (full-time) will need to go through similar process as permanent faculty search (job posting, apply via WorkDay, GA & Board clearance & approval) .