

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) .