

ADJUNCT/VISITING FACULTY HIRING FORM

This form must be submitted for every new adjunct or visiting faculty member, or an adjunct or visiting faculty member who has not taught in a year or more. After notification of Academic Vice President approval, new adjunct and visiting faculty must complete the hiring process with Human Resources. A copy of the adjunct or visiting faculty's CV must be submitted with this form.

CANDIDATE INFORMATION				
Position: Adjunct Visiting Faculty		Candidate Name:		
Address, City, State, Zip:				
Email:			Phone No.:	
Semester to Begin:		Year:	Semester to End:	
			Year:	
Does, or will, this person teach for another program at BYU-Hawaii? If so, please indicate which program(s):				
Courses to be Taught:				
Semesters:				
If this person has not taught the course(s) before, list related qualifications and experience here:				
Program Committee Members:				
PRE-HIRING CHECKLIST				
Highest Degree Obtained:				
# of Semesters of University-Level Teaching Experience:				
	\$	/credit hour (Bachelor's)	\$	/credit hour (Doctorate)
	\$	/credit hour (Master's)	\$	/supplement/travel/other support
PROGRAM APPROVAL			DEAN APPROVAL	
Program Lead Signature:			Dean Signature:	
Date:			Date:	
ACADEMIC VICE PRESIDENT APPROVAL				
Academic Vice President Signature:			Date:	

Updated January 2025

ADJUNCT/VISITING FACULTY HIRING PROCESS

Adjunct Faculty

1. **Job Posting:** Open positions are advertised on the HR website.
2. **Application Submission:** Candidates apply online through Workday.
3. **ECO Clearance:** The dean pushes the candidates forward in Workday to the “Assessment” stage to initiate the ECO clearance process.
4. **Finalist Selection:** Once cleared by the ECO, the dean or a delegated program member shares the candidates’ dossiers, including the FIT statement, with all program members. Program members provide their approval or disapproval for the finalists, and discussions continue until a consensus is reached.
5. **Interviews:** The dean, program lead, and at least one additional faculty member interviews the finalists.
6. **Dean/Program Lead Approval:** The dean and program lead makes the final hiring decision, completes the hiring form with their signatures, and submits it to Academics.
7. **Academic Vice President Interview:** The Academic Vice President interviews the finalist via phone, Zoom, or in person and completes the hiring form with their signature.
8. **HR Completion:** The candidate works with Human Resources to complete all hiring paperwork, including a background check, TB clearance, and on boarding.

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

*In unforeseen situations where a part-time adjunct faculty is needed immediately, the dean will have the ability to bypass steps 4, 5, and 7 in this process for a one semester only “emergency hire” in consultation with the Associate Academic Vice President of Faculty. If the need continues, the normal hiring process should be followed.

Visiting Faculty

Visiting faculty invited through exchange programs or pre-arranged agreements must follow a process similar to that of a permanent faculty search. This includes posting the position, applying via Workday, obtaining ECO clearance and approval from the committee and full board.