



**Faculty  
Excellence**

# **Adjunct Hiring Guide**

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# ***Introduction***

This document serves as a reference guide regarding procedures and other requirements to hire adjuncts following state and federal law, university regulations and policies, and other rules. It is updated routinely as new changes are implemented. In that regard, please download the most recent version of the guide, as noted by the effective date on the title page, from the Faculty Excellence website at <https://facultyexcellence.ucf.edu/administration-documents/> prior to hiring a new adjunct.

For information regarding additional procedures, processes, and requirements specific to your area vice president (VP) or college, please contact your area VP or college personnel representative for assistance.

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## **Getting Started**

### ***UCF adjunct positions***

Adjunct positions are temporary faculty appointments paid from Other Personnel Services (OPS) funds. As opposed to hourly OPS employees, such appointments are made via an adjunct employment agreement (or “contract”) for an academic term, academic year, or calendar year as appropriate given the assigned duties and responsibilities. Adjunct appointments are typically instructional in nature and the employees are compensated on a per course basis.

There are no advertising or search requirements for these types of positions. The hiring official may simply hire the candidate of his or her choice following state and federal law, university regulations and policies, and other rules as referenced in this guide.

### ***Budget authority***

Education & General (E&G) Positions: The first step in hiring an E&G adjunct faculty is to confirm that there are sufficient available funds in the department’s budget to cover the cost of the appointment, as approved by your area VP or college dean’s office.

Contract & Grant (C&G) Positions: To confirm budget availability for C&G adjunct faculty positions, contact the Office of Research.

### ***Position number assignment***

Position numbers are not assigned to these types of appointments as they are considered OPS (Other Personnel Services).

### ***Classification assignment***

In determining the employee’s correct classification, please consider the employee’s job functions and align them with the most appropriate faculty classification (job title) and job code as listed on the Faculty Classification and Administrative Title Specifications (State University System of Florida Faculty Class Code Index) located at [http://www.flbog.edu/resources/ditr/classifications/class\\_specs.php](http://www.flbog.edu/resources/ditr/classifications/class_specs.php).

## **Hiring Package and Other Required Documentation**

### ***Hiring package***

The following supporting materials must be secured by the hiring official and, depending on the document, the copy or original must be retained in the employee’s official college file for possible university audit. Note that some of these documents may not be required for adjuncts who are hired for less than 90 days. For more information in this regard, please refer to the Adjunct Documentation Requirement Reference Chart (see Appendix A). Unless otherwise specified, the following forms may be obtained from the Faculty Excellence website at <https://facultyexcellence.ucf.edu/administration-documents/>.

1. **Hiring Package Checklist for Adjunct and Postdoctoral Scholars Employees.**  
(<https://facultyexcellence.ucf.edu/files/2019/03/Adjunct-Postdoctoral-Associate-Hiring-Checklist.pdf>)
2. **Current résumé or curriculum vitae (CV).**
3. **Official transcript of highest degree.** *For credentials earned in the United States, certified official transcripts must be submitted within thirty days of hire. Credentials earned outside the United States must be evaluated for U.S. equivalency by a service provider acceptable to the university. Official transcripts from non-U.S. institutions and corresponding foreign credential evaluations must be submitted within ninety days of hire. For more information on certifying transcripts as official as well as obtaining U.S. equivalency evaluations and required supporting documents, please contact Academic Program Quality or visit their website at <http://apq.ucf.edu/fq/fqdegree/>. Note that copies of official transcripts (and U.S. equivalency evaluations for non-U.S. credentials) must be forwarded to Academic Program Quality for all new adjunct faculty in order to record the employees' academic information into the university's personnel database (PeopleSoft).*
4. **Copy of completed and signed Adjunct Faculty Agreement and Applicant Affirmation forms.**
5. **Faculty Employment Certification (Form AA-20).** *As indicated on form AA-20, certification of teaching qualifications will also be required for adjuncts who will serve as an instructor of record for UCF credit-bearing experiences. (Found at: <https://facultyexcellence.ucf.edu/files/2019/03/Employment-Certification-Form-AA-20-1.pdf>)*
6. **Certification of Faculty Teaching Qualifications.** *Certification is required for anyone expected to serve as an instructor of record for credit-bearing experiences (includes thesis, dissertation, directed research, and independent study hours) and is done electronically via the FQMS. For more information regarding the FQMS, please visit: <http://apq.ucf.edu/fq/fqteaching/>.*
7. **Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form.** *Required only for adjuncts who will participate in graduate level activities. In such cases, the form should be submitted electronically to the College of Graduate Studies along with a copy of the candidate's curriculum vitae. A copy of the form should be retained in the hiring package. The form can be found on the College of Graduate Studies' website at <https://admin2.graduate.ucf.edu/formsandreferences/>.*
8. **Three documented telephone reference checks.** *Verification of three or more telephone reference checks. Note that current letters of recommendation (meaning no more than one year old) may also be used, but can only substitute for one of the required telephone reference checks. In other words, at least two of the references must be obtained via telephone. Please also note that at least one of the references should be solicited from someone other than those indicated on the candidate's list of references. (Found at: <http://eeo.ucf.edu/> – see "Resources" section and select "Forms.")*
9. **Criminal history background check.** *Official results from the criminal history background check are obtained from the Office of Human Resources Talent Acquisition section (see below). The results must be reviewed and initialed by the hiring official or other responsible area or college official. (See HR's Talent Acquisition section website at <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>) and select "Criminal Background Check Procedures" under the Faculty/Adjunct/Postdoctoral/Courtesy Appt. Background Checks section for specific information and forms related to the criminal history background check process.)*

## **Graduate Faculty appointments**

Before engaging in any graduate level activities (teaching graduate courses and/or serving as members or co-chairs of thesis or dissertation committees), the candidate must be appointed as a Graduate Faculty Scholar. In order to nominate a candidate for such an appointment, the hiring department must complete and submit (electronically) an approved *Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars* form along with a copy of the nominee's curriculum vitae to the College of Graduate Studies.

The nomination form and additional information regarding this process can be found at <https://admin2.graduate.ucf.edu/formsandreferences/>.

## **Individuals Holding Public Office**

A candidate that holds or formerly held a political office at the local, state, or national level must be approved for hire by the provost and executive vice president **prior to making an offer of employment**. Specifically in such cases, the respective college dean or administrative area vice president must consult with the vice president for university relations and then seek hire approval from the provost and executive vice president. Dean/VP offices may contact the Office of the Provost and Executive Vice President. For additional information, please refer to the *UCF Guideline on the Appointment of Individuals Holding Public Office* at <http://provost.ucf.edu/forms-policies-and-procedures/>.

## **Employment of Relatives**

UCF policy 3-008.2 permits employment of relatives, provided that it does not create a conflict of interest. In this regard, appointments of adjunct faculty who have indicated on the Applicant Affirmation that they have a "relative (as specifically defined by the policy)" employed by the university must be reviewed and approved by the provost and executive vice president or designee. Additional information on the policy and process can be found at <https://facultyexcellence.ucf.edu/administration-documents/>.

## **Documents required by Human Resources**

Once the employee has been selected and all hiring documents have been obtained, the college/area must complete the necessary sign-in documents as required by the Human Resources Employment Services and Records section. Please refer to HR's Sign-In Paperwork Checklist: Adjunct Faculty at <http://hr.ucf.edu/files/AdjunctFacultySignInDocuments.pdf> for additional information in this regard.

## **Criminal History Background Checks**

UCF requires a criminal history background check for all new adjunct faculty hires, as well as rehires that have been off the university payroll for one year or more. Employees for whom a criminal history background check has not been completed may not be placed on the university's payroll. In order to request the required background check, the hiring official must forward a completed and signed Faculty Applicant Affirmation form directly to HR's Talent Acquisition section. To obtain more specific information regarding the criminal history background check process, please visit the Manager & HR Liaisons section on the HR website at <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>.

Note that the purpose of any criminal history background check is to determine whether criminal history is job-related. A criminal history is not a bar to employment. The criminal history of a finalist should be carefully considered against his/her qualifications for the position, taking into consideration the needs of the university and the requirements of the position.

## **Obtaining a Personal ID and MS Outlook Email Account**

New employees may obtain an employee identification number (EmplID) before completing the hiring process. The assignment of an EmplID will enable the employee to begin the process of securing a parking decal from the University Parking and Transportation Services office, access to University Libraries services, as well as the ability to order course books and other information to support their transition to the university.

The EmplID number can be obtained by the college/area by partially completing the “Hire an Employee” form via the Electronic Personnel Action Form system (ePAF).

Please note that it is the department’s responsibility to ensure that EmplID’s are created only for those employees who have received a formal offer of employment.

For more information, regarding how to obtain an employee ID, please refer to Human Resources’ “How to Create an EmplID for an Employee through ePAF” mini-guide available at <http://hr.ucf.edu/contentblock/electronic-personnel-action-form-epaf/epaf-mini-guides/>.

Once an EmplID has been assigned, a UCF Exchange email account may be requested by the hiring college/area. For further information on this process, please refer to Computer Services & Telecommunications website at <http://it.ucf.edu/help/Faculty-And-Staff-Support/>.

## **Adjunct Documentation Requirement Reference Chart**

Documentation Required <sup>1</sup>	Short-Term Hire <sup>2</sup>		Long-Term Hire		Break in Service of 1 Year or More	
	Teaching	Non-Teaching	Teaching	Non-Teaching	Teaching	Non-Teaching
Applicant Affirmation	Yes	Yes	Yes	Yes	Yes	Yes
Current Resume or CV	Yes	Yes	Yes	Yes	Yes	Yes
Highest Degree Transcripts <sup>3</sup>	Yes	No	Yes	Yes	No	No
Faculty and A&P Employment Certification – Form AA20	Yes	Yes	Yes	Yes	Yes	Yes
Certification of Faculty Teaching Qualifications – FQMS (for teaching positions only) <sup>4</sup>	Yes	No	Yes	No	No	No
Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars Form	Yes	Yes	Yes	Yes	Yes	Yes
References <sup>3</sup>	Yes	No	Yes	Yes	No	No
Background Check	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup> *The requirements noted on this chart reflect university requirements, however, in the cases where certain documents are not required, the hiring official should use his/her judgment in determining whether these documents are necessary in ascertaining the employee's candidacy.*

<sup>2</sup> *Short-Term Hires are defined as those hires that are not expected to exceed 90 days.*

<sup>3</sup> *New transcripts and references are not required for employees with a break in service of one year or more as long as such documents have been previously secured and are on file in the hiring department.*

<sup>4</sup> *For additional information regarding teaching qualifications requirements, please refer to the Academic Program Quality website: <http://apq.ucf.edu/>.*