



## ADJUNCT PAID FACULTY APPOINTMENT

FacultyName/Credentials: \_\_\_\_\_

Rank: \_\_\_\_\_

Department/: \_\_\_\_\_ School/College: \_\_\_\_\_

Start Date: \_\_\_\_\_

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Templates are located under [Forms](#) on the Faculty Affairs website. All the documents must be uploaded in the Adjunct Faculty Management System to process the adjunct faculty appointment.

Date Received	Packet Items
	<b>HR Faculty Recruitment Approval:</b> HR emails notification to Hiring Manager, Faculty Affairs & Provost. A position must be posted and remain open for 5 business days before closing the position.
	<b>Offer Letter:</b> Send DRAFT Offer letter for Paid Adjunct Faculty with the CV, to Faculty Affairs for review/approval <u>prior</u> to sending to candidate. After draft offer is ok'd to move forward -Department Chair signs offer letter first before sending to the candidate. When signed offer letter is received back from candidate-send it to Faculty Affairs. <b>If the school wants to make a new offer after the offer letter has ended, it will need a new offer letter.</b>
	<b>Appointment Request Memo (signed):</b> Send to Faculty Affairs with signed offer letter
	<b>CV:</b> Send to Faculty Affairs with <u>draft</u> offer letter
	<b>Criminal History Check and Drug Screen Consent Forms:</b> Send to HR after candidate completes and returns
	<b>Language Attestation Form:</b> Send to FA after candidate signs and returns
	<b>Transcripts:</b> All faculty must request official transcripts from terminal degree Registrar Office be sent to Faculty Affairs. FA will upload it into the Adjunct Faculty Management System
	<b>Clinical Credentialing:</b> (If applicable) Quality & Credentialing Office will notify once completed and approved
	<b>Onboarding Notification</b> FA will notify HR to move forward with Onboarding and HR will send notification to faculty
	<b>Order ePAR</b> Hiring Manager receives signed Appointment Letter and attaches with the offer letter to ePAR to complete the Hiring Process
<b>Notes</b>	The following information is <b>required</b> to register the adjunct into the "Adjunct Faculty Management System": DOB (month and day only), email, address, phone number, and role.  <b>Please note that if the adjunct faculty teaches more than one course and is .5 FTE or higher, they will be eligible for benefits, which may impact your budget. Also note that if the adjunct faculty has an appointment in another school/college or department, the FTEs will be combined.</b>

*Office of Faculty Affairs- Rev. 04/25/2022*

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