

ADJUNCT HIRING AND RE-HIRING PROCEDURES FOR DEPARTMENTS

CHAIR COMPLETES ADJUNCT JOB REQUISITION FORM (Located online at: <https://www.daemen.edu/about/working-daemen/supervisoremployee-information-forms>)

EE DEPT RECEIVES FORM FROM CHAIR AND POSTS JOB ON MYDAEMEN
(Please email req. to hr@daemen.edu)

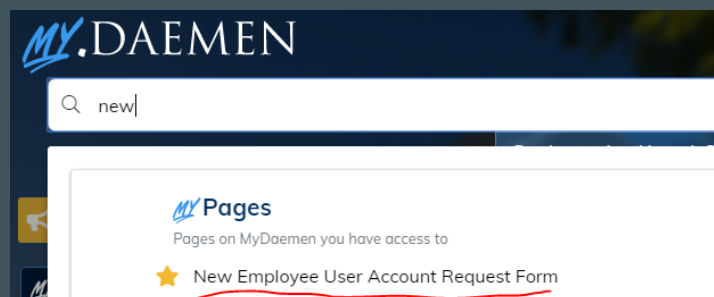
ADJUNCT APPLIES TO POSTING

OFFER IS MADE AND ACCEPTED; CHAIR NOTIFIES EE DEPT AND DEAN

DEAN'S OFFICE CREATES CONTRACT AND EMAILS TO ADJUNCT HIRE &
SENDS CC TO hr@daemen.edu.

EE DEPT BEGINS ONBOARDING PROCESS WITH ADJUNCT
(Background check then ADP WorkforceNow new hire paperwork)

CHAIR COMPLETES THE NEW EMPLOYEE USER ACCOUNT FORM TO ENSURE
NEW ADJUNCT FACULTY HAS AN EMAIL, BLACKBOARD ACCESS, ETC.
(Access form via your MyDaemen page)



DAEMEN ID & PARKING PASS (Make sure your hire goes to Campus Safety in WICK to have their Daemen ID and picture created. They will also be able to pick up his/her parking pass if they complete the required registration on their MyDaemen webpage prior)

FAQS

1. Do I have to complete a Job Requisition Form if I already know who I am hiring for the job?

Yes. If you are hiring an Adjunct Faculty member to work in your department, you must complete the Adjunct Job Requisition Form. This is required whether you are hiring someone who has never worked for Daemen before, or they had worked for Daemen in the past, but it has been more than 1 year since they have taught. The Employment Coordinator will email the adjunct hire the link with instructions for the onboarding process and CC the hiring Chair.

2. The Adjunct I am hiring worked for Daemen in the past. Do they still need to apply and go through the hiring process?

Yes. If an Adjunct worked for Daemen in the past, but did not teach/work for Daemen over the last 12 months, their profile is expired. They will need to complete the onboarding process which includes applying to a posted Adjunct Job on MyDaemen, complete the on-line application, background check, and payroll paperwork (personal information, taxes, direct deposit, etc.) The Employment Coordinator will email the adjunct hire the link with instructions for the onboarding process and CC the hiring Chair.

3. Do my adjunct hires have to be covid tested before teaching?

All adjuncts, even if teaching remotely (unless they are out of state), will have to be covid tested before being allowed to work. This is coordinated through the CHIP Center, and all inquiries can be sent to CHIP@daemen.edu. Please reference this website for more information as well: <https://www.daemen.edu/about/campus/campus-safety/emergency-management-plan/employee-information>

4. Can I hire an adjunct to teach remotely from another state?

If your hire teaches in NY or NJ, then they are good for payroll as we have physical locations in those states. The College is NOT registered in every state- so please make sure to check with Employee Engagement to see if the state your applicant is from is already registered. You will also need to get approval from Dr. Brogan's office to hire someone from a state not on our current list. ***Please note that it takes 2-3 months to register to process payroll in a new state.***

