

FALL 2021 ADJUNCT HIRING AND RE-HIRING PROCEDURES

CHAIR COMPLETES ADJUNCT JOB REQUISITION FORM (Form located online at: <https://www.daemen.edu/about/working-daemen/new-hire-information-procedures>)

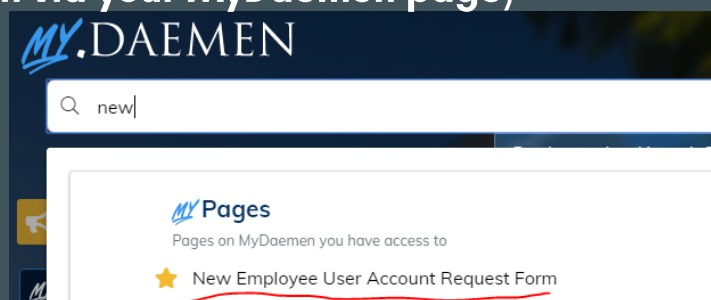
EE DEPT RECEIVES ADJUNCT JOB REQ. FORM FROM CHAIR AFTER DEAN'S SIGNATURE APPROVAL AND POSTS JOB ON MYDAEMEN (Please email req. to smaiaran@daemen.edu)

ADJUNCT APPLIES TO POSTING VIA APPLICANTPRO (re-hires will be emailed the direct link from Employment Coordinator)

INTERVIEWS ARE CONDUCTED. OFFER IS MADE AND ACCEPTED BY CANDIDATE; CHAIR NOTIFIES EE DEPT AND DEAN

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)



DEAN'S OFFICE CREATES CONTRACT AND EMAILS TO ADJUNCT HIRE'S DAEMEN EMAIL ADDRESS.

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 (or earned a paycheck on payroll). The Employment Coordinator will email the adjunct hire the link with instructions for the onboarding process and CC the hiring Chair once the approved Adjunct Job Req. is received.

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 or "termed" from our ADP payroll system. 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?

To ensure the safety of our community, students, faculty and staff must either submit proof of being fully vaccinated OR submit proof of a negative COVID-19 virus test to be cleared to attend in person classes, teach or work on campus this summer/fall semester. Most current Daemen College COVID-19 Policies can be accessed via the Daemen College CHIP webpage, and at this following link: https://docs.google.com/document/d/e/2PACX-1vRnuRozM65neIolwxAL7keU3300e7Zk3j81w7wFNyeSrzsLI0x2rU5dYXk_epr9ZhMjzxJcDHhjbADS/pub

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.***