

College of Education and Behavioral Sciences

REQUEST TO HIRE AN ADJUNCT INSTRUCTOR

- Complete only for new part time faculty applicants who have never taught at UNC
- Ask the applicant complete the on-line application at www.unco.edu/teach/adjunct and request three references to be submitted at <http://uncreference.com>
- Request and review reference letters and applicant data sheet from Cindy Scott before recommending

I. Completed by School Director or designee

New hire's Last name: _____

New hire's First name: _____

For course(s): _____

Semester: _____

School/Program _____

Check all before submitting

1. Candidate is interviewed.....
2. References are checked.....
3. Credentials are satisfactory.....

Signature/Date: _____

Forward to Cindy Scott

II. Completed by CEBS Dean's office Administrative Assistant

1. Data sheet or CV.....
2. Official transcripts.....
3. References.....
4. Applicant is asked to submit paperwork.....

Signature/Date: _____

Forward to Jingzi Huang

III. Completed by Assistant Dean

The candidate may also be considered for the following areas:

1. Credentials are satisfactory.....
2. References are satisfactory.....

Signature/Date: _____

Forward to Gary Browning

IV. Completed by Business manager

1. Data Card.....
2. I-9.....
3. Copy of driver's license.....
4. Copy of social security card.....
5. W-4.....
6. Background Check.....
7. Automatic Deposit.....
8. Personal Data form.....
9. Retirement form.....

Signature/Date: _____

Forward to HR and file

Notes
