

Academic Hire Process for Adjunct Faculty
UMSL

1. If applicable, the department will submit an academic job posting requisition form to employment@umsl.edu.
2. Department collects applications from interested parties.
3. Chair or designee reviews applications, conducts interviews, and selects finalists.
4. Dean or Department Chair makes verbal offer.
5. If verbal offer is accepted, Department drafts and sends offer letter based upon template provided by Academic Affairs.
6. Candidate accepts offer.
7. Unit sends [intake form for HR processing](#) to Shared Services at stripessharedservices@umsystem.edu.
 - a. If the adjunct faculty is already a benefit-eligible/full-time faculty member, include the Additional Pay Form
8. Shared Services directs UMSL HR Employment to order a CBC on any external hires.
9. UMSL HR Employment orders the CBC and education verification.
10. Shared Services monitors CBC results and, when passed, initiates the DEMODATA and pre-boarding emails, which contains the required online pre-boarding forms (personal information, direct deposit, federal and state tax information, and I-9 Section 1).
11. After the employee has completed the checklist on their preboarding email, they must present acceptable employment identification documents for I-9 Section 2.
 - a. Physically bring them to UMSL HR
 - b. This is the link to acceptable documents <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
 - i. The documents must be original and no photocopies
 - ii. The documents cannot be expired
 - iii. The documents must be presented within 3 business days of the employee's start date, or else the employee will not be allowed to continue working
12. Once I-9 Section 2 is complete, Shared Services will finalize the hiring process.
13. New employee submits official transcripts to college.