



Arts and Sciences

TEMP – Adjunct Faculty (TFAC) - Hiring Diagram

Position Request

Submit [Request for Instructional Support \(RIS\)](#) electronically to your assigned College HR contact for approval. You will be notified by email once the RIS is approved.

Transcript

Verify that the College has a copy of the transcript for the intended hire. If the TFAC you wish to hire is a **new hire**, have them request that an original copy of their transcript be sent to your College HR contact (can be emailed or mailed).

Posting

Create an adjunct/temporary posting in PeopleAdmin, attach the PDF approval, and send to College/Division HR for review and approval. Once approved by CAS, send the quick-hire posting link to the individual you want to apply.

Hiring Proposal

Submit a hiring proposal to College/Division HR for review and approval. Required attachments include: offer letter draft on letterhead and [ACA Calculation document](#). Once the College reviews and approves the offer letter, the hiring proposal is returned to the unit to get the offer signed. Attach the signed offer letter and send back to College/Division HR for final approval.

For **new hires**, the hiring proposal will then be returned to the unit as “Approved to Make an Offer” so that the appropriate Onboarding tasks can be assigned.

Please note: The College must have an original copy of the transcript before the hiring proposal can be approved.