

New Adjunct Process

1. COS HR creates physical folder for each semester (Spring, Summer, Fall)
2. COS HR creates electronic folder for each semester (Spring, Summer, Fall)
3. COS Finance will provide list of New and Current Adjunct Faculty and Graduate Lecturers (GLs) for each semester.
 - a. Place this list in shared drive folder
(*coshr/Transcripts-Adjuncts&GLs*)
 - b. Print list and place in respective physical folder
4. Department Local HR Administrator (LHA) sends **original** transcript for New Adjuncts to COS HR, along with a sheet that has the following information:
 - Full Name
 - G Number
 - COS Department
 - Type (Adjunct/GL/GTA)
 - List of class(es) for the semester
2. COS HR makes a copy of the original transcript as well as the information sheet and places them in the respective physical and electronic folders
3. COS HR creates NEW COS ADJUNCT/GL/GTA Excel spreadsheet for the respective semester with a list that includes:
 - Department
 - Last name
 - First Name
 - G Number
 - Type (Adjunct/GL/GTA), course(s)
 - Date transcript sent to Provost
4. COS HR sends the **original** transcript(s) and individual Adjunct/GL/GTA information sheet, as well as the full spreadsheet to the Provost Office via Inter-Department envelope to 3A2
5. Once Provost has scanned the original transcripts to their files, they will return the original transcripts to COS HR.
6. COS HR- In physical folder- remove (shred) copy of transcript and replace with the original
7. COS HR- at end of semester place folder in back cabinets
8. Folders will be sent to Archives after 2 years

Language for Acquiring Adjunct/GTA, etc. Transcripts from Local HR Departments

Dear (Department Admin):

New adjuncts **John Smith ([G#])** and **Jane Doe ([G#])** need to provide an official transcript. Transcripts should be issued to a third party; either to the department chair or yourself, not the student themselves. Once you receive them, please send the original copy to Maria Walters.

Reminder from Provost Office

When sending Maria transcripts for Adjunct Faculty, please make sure to include a cover sheet that lists:

- Semester
 - Title (ex. Adjunct, GL, etc.)
 - Full Name
 - G Number
 - Department into which the individual has been hired
 - Courses to which the individual has been assigned
 - Justification or explanation of qualifications if not obvious by the transcript
- In these circumstances, a CV or resume should also be provided for each individual.*