

ADJUNCT PROFESSOR HIRING PROCESS

4/1//22

1. Adjunct positions will be posted by Human Resources based upon a request by the Dean and after they are approved by the Provost. Adjunct requests can be submitted (Generic or major specific) by using the below noted template. **Please note if returning adjunct has not taught a class in two years they are treated as a new Adjunct.**
2. New Requests should be submitted via email to the Classification & Compensation (C&C) Analyst @ bring1@ramapo.edu who will enter the request into the applicant tracking System (Hire Touch) and will obtain approval from the Provost to start the posting and recruitment processes.
3. Once approved, C&C informs Talent Acquisition & Onboarding Coordinator (TAOC) to open and post the position. The position automatically posts on Ramapo Job page, Higher Ed jobs and any other current paid subscriptions. Special posting/advertising requests will be considered and if used will be funded by the requesting School.
4. The Dean will assign a faculty or staff in their School to review applications. The TAOC will give the selected person access to the applicant tracking system.
5. All applicants must apply and submit an application package @ www.ramapojobs.com
6. The Dean will inform TAOC (jehlerma@ramapo.edu) the name of person they are hiring as Adjuncts and specify which semester/session and which classes they will be teaching.
7. TAOC will coordinate with the Dean or their designee the steps of the hiring and onboarding process which will include a background/criminal history check.
8. TAOC will processes the background check through the applicant tracking system.
9. HR Program Coordinator informs TAOC when the background check has cleared.
10. TAOC emails HR Operations and copies Payroll/Benefits, Dean, and Academic Operations to alert them to process the hire. Email will include Adjunct name, title and semester/session.
11. HR Operations then sends new hire paperwork to new Adjuncts (or former Adjuncts who have not worked for us within 2 years.)
12. Upon receipt of new hire package HR Operations enters Adjuncts into Banner and R# and Banner Workflow is generated. Multiple departments including Employee Relations and Academic Operations are notified via email.
13. The Deans/School complete a 13A form with resume and send to Academic Operations.
14. Academic Operations activates adjunct in Banner, links them with their course(s), processes the adjunct contract, sends to School for Deans signature and distribution. Revised adjunct contracts will be issued whenever there is a change – either course or instructor.

15. Academic Operations processes final Adjunct payroll list for semester and sends to Deans for verification. Once Verified by Deans the final adjunct payroll list is sent to Payroll for processing.
16. Once the contract is signed by the Adjunct a digital file is sent to HR Operations.

TEMPLATE FOR POSTING REQUESTS

* Ramapo College of New Jersey is searching for an adjunct professor of * _____ to teach one or two sections in the** _____ semester. Candidates should expect to teach a course that covers topics such as *** _____. Successful candidates may also include topics related to their specialization. Candidates must have either a Masters, Ph. D. in **** _____ or advanced ABD status.

Applications are being accepted by logging on to <https://ramapo.hiretouch.com>. Attach resume, cover letter, letter discussing teaching philosophy, C.V., and sample syllabi. All applications must be completed online. Hard copies of resumes and/or applications will not be accepted. To request accommodations, call (201) 684-7506.

*Insert major or course

**Insert semester

***Insert examples of topics expected to teach

****Insert degree requirements

Dean's Flow Chart

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