

People Operations & Employee Resources (POER)



Adjunct Hiring Steps December 19, 2024



Adjunct Hiring Postings



Each School has a general posting for an Adjunct position. There are also Adjunct postings for specific disciplines posted.

Adjunct postings remain up on an ongoing basis (this is known as an evergreen posting). The posting indicates that hiring is done on an as needed basis. Some of these postings may be outdated. Please review and let me know if they to be refreshed or taken down.

If an Adjunct posting needs to be added, the Dean should contact Talent Acquisition & Onboarding Manager (TAOM) and include a brief job description for the specific discipline which will be added to standard posting language (mission statement, EEO statement).

If a posting needs to be removed, the Dean should contact TAOM.

Adjunct Hiring Application Review



The Dean will inform TAOM if NEOED access to the Adjunct Applications needs to be given to anyone other than the Dean (i.e. Convener, Dept. Secretary).

The School should review applications in NEOED when they have a need.

On occasion, the Dean may identify a candidate for an Adjunct position who has not applied yet. Please direct them to Ramapo's Career page to submit their application.

Hiring Adjuncts

In some cases a Convener on behalf of the Dean interviews and identifies an Adjunct to hire. They should NOT offer the position to the applicant.

The Convener can tell the applicant they would like to hire:

“Thank you for meeting with me. You are a top candidate for this opening. I will meet with Dean _____ and upon their review they may reach out to you to further discuss working with us and to possibly discuss an offer. Feel free to reach out to me with any questions.”

Under no circumstances should a convener or other dept. head make an offer to an Adjunct for a New Hire or a Reappointment. The offer can only be done by the Dean or TAOM (if Dean requests).

All offers are contingent upon a successful background check. When the offer is made, please let the new hire know that this is first step in the process before they will get new hire paperwork or a contract.

Adjunct Hiring Steps



After the Dean makes the offer to the candidate, if they were not found among NEOED applications, they will direct the candidate to immediately complete their application via the Ramapo Career Page.

The Dean will send email to TAOM to inform them of this Hire and may copy Convener/Department Head/Secretary.

TAOM will then move the applicant to Background Check.

After the Background Check clears, the TAOM will move them to Pre-hire in NEOED (Onboard) where they will get a link to their new hire portal which includes new hire paperwork.

An email will then be sent by TAOM to the HR Operations Associate and the Dean and Academic Operations Specialist (also the Convener or Dept. Sec'y if included in email from Dean) will be copied letting everyone know that the new hire has been moved to Pre-Hire to do paperwork. A contract can now be sent to the hire.

Adjunct Hiring Steps (cont'd)

After the new Adjunct receives their New Hire Portal/Paperwork to complete, the remaining process then moves to the HR Operations Associate who will take care of processing their I-9, and other forms that need to be completed.

Once they complete their paperwork, they will be assigned an R# by the HR Operations Associate.

The Academic Operations Specialist can then activate the new Adjunct in Banner and link them with their course(s).