PeopleAdmin Process to Add Current Adjuncts to the Department TPTF List

Step 1 (A)-(For TPTF’s)  Apply to the Current Generic Posting

Log in or create a log in account for PeopleAdmin.

Go to department’s generic posting using the “quick link” provided by the department chair and complete a faculty application, upload vitae and provide any other required information. (i.e. contact information for three references, letters of reference, copies of transcripts, publications etc.)

(If a TPTF has, in the past 18 months or so, applied for a tenure-track or other position at the University, Human Resources will likely be able to copy the person’s application to the generic posting from the tenure-track posting. Please contact Human Resources, Charmayne Brubaker for assistance.)

Step 1 (B)-(For Department Chairs)  Create a Generic TPTF Posting

Each department that hires temporary part-time faculty needs to have at least one “temporary, part-time instructor” generic posting in PeopleAdmin. Departments can make the process of applying to the generic posting as easy as possible for the applicant.

You may require that applicants only upload their vitae when applying to be an adjunct and ask them for the other standard, required search documents later; they can bring letters of reference when they come for an interview, for example, and provide official transcripts when they are appointed.

Contact Human Resources for the “quick link” to your department’s generic posting. Give this quick link to approved adjuncts so they can go directly to the generic posting and apply.

Step 2 (For Department Chairs)  Changing the Status of the Adjunct’s Application

After the current adjunct has applied, the department chair, in the role of search chair, can change the current adjunct’s status to “Candidate.” The search chair should then, if the adjunct is already on the department’s approved TPTF list and has taught regularly in the past, ask Human Resources (Charmayne Brubaker) to change the adjunct’s status to “Hired.”

Step 3 (For Department Chairs)  Background Check Confirmation

Current TPTF  Prior to the start of each semester departments should email or call Human Resources (Charmayne Brubaker) and confirm the adjunct(s) you want to hire has completed the three required background clearances. Effective December 31, 2014, university employees are required to obtain three Pennsylvania clearances listed as follows: Criminal Background Check (Act 34); Child Abuse History Clearance (Act 151); and FBI Federal Criminal History-Fingerprinting (Act 114).