Process for Requesting an Adjunct Applicant Pool

July 2014

When a need for an adjunct instructor occurs, contact via email the Human Resources Technician, Samantha Vo.

The Human Resources Technician will advise if (1) there is a current adjunct pool or (2) if a new adjunct pool will need to be created.

1. If there is a current adjunct pool, the Human Resources Technician will send the Dean the direct link, login and password information to access the applications.

2. If a new adjunct pool needs to be created, the Human Resources Technician in conjunction with the Dean will create a new job posting. The Human Resources Technician will create a login and password so the Dean can monitor and access the applicant pool.

The new adjunct pool will be advertised in the following locations: cccregistry $0
higheredjobs.com $0
insiderhighered.com $0
Craigslist $75

The adjunct pools will be open and continuous for future use.