

## SBS New Faculty Paperwork Flow

### For Temporary Positions

- *Adjuncts (Lecturers, Instructors, etc.)*
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1. SBS Dean's Office approves recruitment form through career track.
2. Department sends draft offer letter, recruitment form, job description, Hiring/Appointment Form, CV, recommendation materials, and teaching docs/evals to Dean's Office (Francisco Pedroza) **before the offer is made to the candidate.**
3. The Associate Dean for Academic Affairs (Beth Mitchneck) reviews the paperwork.
4. The paperwork is approved by the Associate Dean for Academic Affairs (Beth Mitchneck), or sent back to unit for changes and then approved.
5. Paperwork is forwarded to HR for review.
6. HR faxes any changes to department.
7. Department mails the candidate the final offer letter.
8. Before the employee begins work, the Department prepares the hiring packet. It must include the original offer letter with acceptance signature.
9. Unit sends hiring packet to Dean's office (Francisco Pedroza) for review.
10. The hiring packet is forwarded to HR to close out search file.
11. Hiring packet is forwarded to Systems Control.
12. Department organizes and sends search files to HR within two weeks of hire.

Note: Letters of offer are required for all appointed personnel, including adjuncts. These are contracted positions, and letters of offer describe the terms of the contract.