

ADJUNCT FACULTY APPROVAL PROCESS

What follows is a checklist of items that are needed to complete an Adjunct Faculty file:

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| <input type="checkbox"/> AFAF (Adjunct Faculty Approval Form) | <input type="checkbox"/> Supporting document(s) |
| <input type="checkbox"/> FCF (Faculty Credential Form) | <input type="checkbox"/> Payroll Notification Form |
| <input type="checkbox"/> Current Resume | <input type="checkbox"/> Completed New Hire Packet |
| <input type="checkbox"/> Transcripts | |

All items below should be sent together to needprovostapproval@vinu.edu.

AFAF – Please ensure that the Department Chair has initialed their approval for the requested courses and that all applicable signatures are present.

FCF – Please ensure that all applicable signatures are present. If you have questions regarding which FCF form to use you may reference the Faculty Credentialing Chart found here: <https://www.vinu.edu/web/provosts-office/faculty-credentialing-forms>.

Current Resume

Transcripts – Unofficial transcripts may be used for approval purposes, but an official transcript is due to the Provost Office by no later than mid-term of the semester in which the faculty member is hired. Please instruct faculty members to have official transcripts sent by mail to the Attention of : Provost Office or electronically to needsprovostapproval@vinu.edu. A transcript received any other way will not be accepted.

Supporting Documents – Please include copies of any certifications or licensures that are listed on the FCF as a basis to credential a faculty member.

A faculty member should **not** be hired to teach prior to being approved. Once a faculty member is approved please send the Payroll Notification form (Blue Sheet) and New Hire Packet to the needsprovostapproval@vinu.edu email all at once.

The most up-to-date AFAFs, FCFs, Education Plans, and credentialing resources can be found here: <https://www.vinu.edu/web/provosts-office/afafs>.

Payroll Notification Forms and New Hire Packets can be found on the Controller's Page under Payroll>Policies & Forms.