CGPS Adjunct Faculty
A guide for supervisors involved in the recruitment process

Compiled by Human Resources
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Recruitment and Selection Process

The Department of Human Resources has developed this handbook to assist you in all phases of adjunct faculty recruitment process. The handbook will assist you in performing a recruitment that is consistent with federal and state laws, and the goals of Franklin Pierce University. All forms mentioned in this handbook are available online at the Human Resources home page and sample copies are located in this handbook.

Recruitment for Adjunct Faculty

1. The Center / Program / Academic Director identifies a need and can either recruit via word of mouth or work with HR to create advertising.

2. All applications must be received via jobs@franklinpierce.edu for logging and processing. Once received, HR will forward all applications to the Center / Program / Academic Director (or designee). If applications are received through other avenues, please forward a copy to the HR department for logging and processing.

3. Directors should review all applications received and notify HR of those individuals to be hired. NOTE: No offer of employment can be made without full application materials including a completed application form, authorization for background check, C.V./resume and a copy of transcripts.

4. Once HR has received new hire notification, arrangements will be made to complete the orientation materials with the appropriate center contact person. Once the orientation materials are completed and entered into NuView, an employee account and email will be created for the new hire. They

   NOTE: Do not contact other departments requesting employee set up as you will be referred back to HR for processing.

5. Once the new hire onboarding process is completed, the Center / Program / Academic Director should connect with the adjunct faculty to finalize teaching schedules, curriculum etc.
Adjunct Faculty New Hire Process

As a part of the new hire process, HR will input adjunct faculty details into the Undergrad and Graduate database. This will allow program/center designees to assign courses to the adjunct faculty member.

NOTE: Faculty will not be entered into the database without having first completed all of the new hire paperwork.

It is imperative that notification be sent to Human Resources for any adjunct faculty a minimum of four weeks prior to the first day of teaching. This will allow for e-College training to be arranged and implemented.

Once the new hire paperwork has been completed, it should be scanned and emailed to the Human Resources Department, with the original documents mailed the following day.

All forms that are required for all new hires are listed below and can be found on the HR website.

Forms included for completion:
- New Hire Checklist for CGPS Adjunct Faculty
- New Hire Information
- E.E.O. form (Equal Employment Opportunity)
- W-4 form
- I-9 form (original forms of ID must be presented by employee)
- Direct Deposit
- Application form with Background Check Authorization.
- Verification of previous full-time experience in Higher Education

All employees will review the following policies during orientation and then sign the associated acknowledgement forms. These policies are as follows:
- Administrative Policy Information
- Employee Confidentiality Agreement
- Preventing Sexual and Other Unlawful Harassment policy and sign off

Other policies and documents for informational purposes:
- University Vision Statement and Mission
- Code of Conduct Policy
- Consensual Relationships Policy
- Employment Classification and Pay Regulations Policy
- Monthly Payroll Dates
All forms contained within this handbook are available online at the HR webpage and should be downloaded each time a new adjunct hire is on-boarded.
New Hire Information

Personal Information:

Name: ________________________________________________________________

Other names used: ___________________________  Maiden Name: ___________________________

Gender:  ☐ Male    ☐ Female

Date of Birth: ______ / _______ / _______

Social Security Number: _______ - _______ - _______

Marital Status  ☐ Married  ☐ Single

Preferred Form of Address:  ☐ Dr.  ☐ Mr.  ☐ Mrs.  ☐ Ms.  ☐ Miss.

Address: ___________________________________________________________________

City: ___________________________  State: _______  Zip: ___________________________

Phone: (     ) ______________  Mailing Address: ______________________________________

Emergency Contact: (     ) ______________  Name: ___________________________________

Previous full-time employment in higher education  ☐ Yes    ☐ No

Please list all your degree information below:

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Degree</th>
<th>College/University</th>
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To be completed by Office:

Position Title: ________________________________________________________________

Department: ________________________________________________________________

Location: ___________________________  Hire Date: ___________________________
Congratulations and Welcome!

We are delighted that you will be a part of Franklin Pierce University community in a part-time capacity.

This packet contains some new hire forms to complete and benefit information with enrolment forms. Please bring these with you on your first day:

Forms to Complete and Bring to Orientation:
- New Hire - Personal Information
- W-4 form
- I-9 form
- EEO (Affirmative Action Form)
- Direct Deposit form (if applicable)
- Verification of Full-Time Experience in Higher Education. Please complete even if you do not have any former higher education experience.
- Application form with Background Check Authorization. If you have not already provided one with your initial application, please complete.
All policies and documents contained within this handbook are available online at the HR webpage and should be downloaded each time a new adjunct hire is on-boarded.
UNIVERSITY CODE OF CONDUCT

PURPOSE: To state, as a part of the Franklin Pierce University work performance standards, expectations for employee behavior and attitude while employed on any of the University's campuses.

POLICY: The University expects all of its employees to behave in a professional, ethical, and reasonable manner at all times in order to support the mission and function of the University. If, in the opinion of the University, an employee offends this code, or in any way deviates from the work standards set to achieve this goal they may be immediately discharged without warning or notice.

DATE APPROVED: September 30, 2003
REVISED: September 1, 2007, March 7, 2005
REVIEWED: July 1, 2010

PRACTICES & PROCEDURES:

Employees, in addition to fulfilling their individual job responsibilities, are also responsible for meeting a work performance standard that is acceptable to the University. Part of that work standard is expressed as a code of conduct which includes, but which is in no way limited to the following conditions of employment:

A. Accurate and truthful representation of all information contained in an employment application and/or resume' in having obtained their University position;
B. Compliance with all University policies and procedures, as stated in the Administrative Manual;
C. Honesty;
D. Courteous treatment of the public, and especially our customers; parents and students, as well as any other members of the University community;
E. Abiding by rules that restrict access to private offices and other work areas, as well as inappropriate access to restricted or confidential information;
F. Maintaining confidentiality concerning privileged or restricted information, which may become necessary to access in the performance of ones job, regarding other employees, students, and/or University business affairs;
G. Maintaining a safe and orderly workplace, particularly in those areas that are used by members of the University community or the public; Appropriate dress in relation to the function one performs at the University;
H. Employees shall be expected to maintain a neat and clean appearance when working.
I. Some employees may be required to wear uniforms or special clothing (e.g., security, maintenance, and environmental services).
J. Maintaining alert, healthy, productive work habits and have respect for the rights of others, and especially those rights granted and expressed specifically in the several policies contained in the Administrative Policy Manual;
K. Maintaining accurate and pertinent records;
L. Expending University funds and using University resources only for authorized and appropriate items;
M. Responding to reasonable requests by any University authority;
N. Abstaining from alcohol and other drug use sufficiently prior to and during work hours, unless in compliance with the University "Alcohol Use" policy and/or legal use of medication;
O. Respecting any personal diversity in other members of the University community;
P. Adhering to all local, State, and Federal laws, including but in no way limited to the "Drug-Free Campus Program" and "Sexual Harassment" policies.
Franklin Pierce University makes every effort to abide by all applicable Federal and State regulations, guidelines, statutes and procedures pertaining to confidentiality and privacy, specifically:

- The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA);
- The Health Information Portability and Accountability Act (HIPAA); and
- The Gramm-Leach-Bliley Act (GLB).

FERPA protects the privacy of student education records. HIPAA controls the release of Protected Health Information (PHI) dealing primarily with patient information. GLB safeguards customer financial information.

As an employee of Franklin Pierce University, I understand that I may have access to student, employee or other person’s academic, personnel, health and financial records that may contain individually identifiable information and that this information is considered confidential. Examples of private, confidential information include, but are not limited to: student academic information (grades, courses taken, schedules, test scores, advising records), educational services received, social security numbers, gender, ethnicity, citizenship, veteran and disability status, health records, financial information, financial aid applications, copies of tax returns, human resource records and passwords.

It is important to handle all confidential information with discretion and it should only be disclosed to others who have a need to know for legitimate business reasons. In most cases, data of an individually identifiable nature shall remain secure from public disclosure (release to third parties) without specific permission from the individual to whom the data applies, unless law allows disclosure without consent. I acknowledge that I understand that improper disclosure of this information to any unauthorized person is prohibited under Federal law and could subject me to criminal and civil penalties imposed by law. I further acknowledge that any such willful or unauthorized disclosure also violates University policy and it will be cause for disciplinary action, up to and including termination from employment regardless of whether criminal or civil penalties are imposed.

Data originated or stored on University computer systems is University property. Only data that is required for one’s job should be accessed. To safeguard computer data, I agree that I will not share my computer login information, I will not leave my computer signed on when away from my desk and I will change my computer passwords regularly.

I further agree to handle all confidential information with discretion, safeguarding it when in use, filing it in locked file cabinets when not in use, disposing of it properly (i.e. shredding) when no longer needed and not disclosing or discussing it with any unauthorized person while working for Franklin Pierce University, or after my employment at the University. Any University report or document shall not be shared with any third party without the specific and expressed permission from the Director or Department Manager.

Employee Acknowledgement and Acceptance:

_______________________________________
Employee Name (Printed)

________________________________________  ________________________
Employee Signature            Date
Sexual and Other Unlawful Harassment

PURPOSE: To inform the Franklin Pierce University community that the University prohibits sexual and other unlawful harassment and about how to report incidents of harassment.

DATE APPROVED: July 7, 1999

REVISED: April 3, 2007, August 5, 2005
REVIEWED: July 1, 2010; September 1, 2007

POLICY:
I. Franklin Pierce seeks to maintain a learning and work environment free from unlawful discrimination, including sexual harassment that may render the educational and working environment hostile, intimidating, and offensive. In its misuse of power and authority, it subverts the mission of the University and may threaten the careers, educational experiences, and well being of faculty, staff and students. Therefore, the University will not tolerate the harassment of any or by any, faculty member, staff member, student or visitor on the basis of sex. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical, and nonphysical conduct of a sexual nature when:
   A. Submission to such conduct is made explicitly or implicitly a term or condition of employment or status as a student;
   B. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual, or for awarding or withholding favorable employment or educational opportunity, evaluation or assistance; or
   C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or in the classroom, and creates an intimidating, hostile or offensive environment in which to work or learn.

II. Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. The definition of what constitutes sexual harassment will be applied and interpreted by the University consistent with accepted standards of reasonable judgment, mature behavior and academic freedom.

III. This policy prohibits all of the aforementioned activities whether engaged in by a member of University administration, faculty, staff, co-worker, student or anyone who is on University premises or who comes in contact with University employees or students.

IV. Faculty, administrators, supervisory staff, or others in positions of authority should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are involved.

V. In addition, the University will not tolerate the harassment of any employee, student, visitor or other third party on the basis of race, color, religion, sex, national origin, age, disability sexual orientation or other unlawful reason.

VI. Retaliation against faculty, staff or students who report incidents of sexual or other unlawful harassment and/or who are involved in an investigation is a violation of the University's policy and is prohibited by State and Federal law. Retaliation is a form of unlawful harassment and will be
handled in the same manner as other allegations of sexual and other unlawful harassment.

VII. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Faculty, staff or students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.

VIII. Individuals who believe they have been subjected to unlawful harassment should report it under the procedure outlined in this policy. In addition, managers and supervisors and others in position of authority should report any concerns of this nature that they become aware of in accordance with the reporting procedure outlined below.

IX. All complaints of sexual and other unlawful harassment will be investigated promptly and appropriate action will be taken. The response of the University may include a range of sanctions up to and including immediate termination from employment and may also include counseling or mediation in the discretion of the University.

PRACTICES AND PROCEDURES:

I. REPORTING PROCEDURE

A. Sexual and other unlawful harassment is unacceptable and will not be tolerated by the University, after persons who believe they are or have been subjected to such conduct or have witnessed such conduct are encouraged to make their concerns known.

1. Faculty, staff, and visitors who believe that they have been subjected to sexual and/or other unlawful harassment should bring their complaints or concerns to any manager, supervisor, vice president and/or to the Manager of Human Resources. If the concern involves the Manager of Human Resources the complaint or concerns should be made to the Vice President of Finance and Administration.

2. A manager, supervisor and/or vice president who receives a complaint/concern regarding possible harassment or who otherwise observes/receives information about possible harassment shall promptly notify the Manager of Human Resources. If the concern involves the Manager of Human Resources the report should be made to the Vice President of Finance and Administration or his/her designee.

3. Students, including those at the Professional & Graduate Studies campuses, who believe they have been subjected to sexual harassment should bring their complaints or inquiries to one of the following individuals depending on the case:

   a. If the complaint is against a faculty member or coach the student or former student should speak with to any manager, supervisor, vice president and/or to the Manager of Human Resources.

   b. If the complaint is against any staff member, including but not limited to food service, health services or a visitor, the student should speak with any manager, supervisor, vice president and/or to the Manager of Human Resources.

   c. If the complaint is against a student, the complainant should speak with to any manager, supervisor, vice president, Manager of Human Resources and/or to the Vice President & Dean of Student Affairs.
Such complaints will be handled through the procedures outlined in the Student Code of Conduct. (Professional & Graduate Studies students should speak to their respective Campus Manager.)

4. If unsure where to initiate a complaint, students may obtain further information from the Human Resources Office, the Student Affairs Office, or the Professional & Graduate Studies Campus Manager's Office.

5. Students may designate a member of the University faculty or staff to act as a contact person/advocate in connection with a complaint of sexual or other unlawful harassment. The contact person/advocate should support the student in the complaint and investigation process which can include accompanying the student making the initial report of harassment under the complaint procedure, and sitting in on meetings with the student, and others.

B. Sexual and other unlawful harassment complaints will normally be investigated by the Vice President & Dean of Student Affairs, or the Manager of Human Resources. However, in certain circumstances if the accused harasser is in the investigator's chain of command or if the complaint involves the Chairman of the Board of Trustees, the President will appoint an investigator.

II. SANCTIONS
Sanctions for violations of this policy will be determined by the University in its discretion, and may include a written apology and/or other disciplinary action up to and/or including termination from the University and/or the sanctions described in the Student Code of Conduct depending on the circumstances of any proven incident.

III. APPEAL PROCESS
A. If either party involved in a sexual or other unlawful harassment complaint is dissatisfied with the results of the investigation, the party may appeal the determination of the investigation within ten (10) calendar days from notice of the investigation determination. Appeals must be made in writing to the President. The President, working with an Ad Hoc Advisory Committee, will review the determination of the investigation together with the written appeal of the dissatisfied party, and conduct further inquiry and/or investigation as the President deems appropriate.

B. The Ad Hoc Committee will be comprised of three (3) men and three (3) women of the Franklin Pierce University Community appointed by the President to serve in an advisory capacity to the President on all appeals. Alternates will also be named to the Ad Hoc Committee in the event a regular member is unavailable or disqualified (for example, if he/she is a party to the complaint). In the case of a student complaint against any faculty or staff member, a student representative will be appointed by the President to serve on the Ad Hoc Committee.

C. The President will normally render a decision within thirty (30) calendar days in writing to both parties. If a decision cannot be rendered within thirty (30) days, the President will so notify the parties and will then render a decision as soon as possible. The President's decision shall be final.

D. If a student is the accused wrongdoer in a sexual or other unlawful harassment complaint, the appeal process outlined in the Student Code of Conduct, Article IV: Judicial System and Process shall be followed.
I understand that Franklin Pierce University’s employee administrative policy manual appears in electronic format and can be found on eRaven, the University’s intranet website at (http://eraven.franklinpierce.edu/s/dept/hr/AdminPolicyManual/AdminPolicyManual.htm). I understand that I am responsible for reading the University’s Administrative Policy Manual, familiarizing myself with its contents, and abiding by the guidelines set forth in the policy manual as well as all other terms and conditions of my employment as established by the University.

I understand that the University has computers available for my use so I can review these policies. I also understand that I can have a member of the University review any policy, procedure or protocol that I do not understand. I may also request printed copy of any policy found in the University’s Administrative Policy Manual.

I understand that as a condition of employment, I am responsible for reviewing the Administrative Policy Manual to ensure that I am familiar with any and all changes that may be made. I acknowledge that I will be notified via University email of all changes to this manual and understand it is my responsibility to ensure that my University email account is maintained to accept these notices.

By my signature below, I acknowledge, understand, accept and agree to comply with these policies, guidelines and conditions of employment.

Employee Name (Please Print): ____________________________

Employee Signature: ____________________________ Date: _________________

HR Representative: ____________________________ Date: _________________