CGPS Adjunct Faculty Recruitment

Applicant:
Conversation with Center/ Academic/Program Director. Heard via Word of Mouth

Applicant:
Responding to an internal or external advertisement

Resume / Application Materials forwarded to:
jobs@franklinpierce.edu

Applicant receives an email indicating receipt of materials, a copy of the checklist of required application documents, and the application form to complete and return to HR.

All application materials are forwarded to the Center / Academic / Program Directors for review and evaluation.

Adjunct faculty hired.
HR informed. Notification sent to Director of Online Education & Training to set up e-College Training.
Orientation paperwork completed at Center

Center/Academic/Program Director will schedule new adjunct faculty to teach

HR will complete new hire information in database and prepare teaching contract letter.

All new adjunct faculty members must have completed orientation paperwork **PRIOR** to the first day of teaching.
Original documents forwarded to HR for personnel file and entering into payroll.