



HIRING PROCESS (OFFER TO TEACH)

Dept. Chairs may review separate reports for all certified or newly certified applicants using the Adjunct Faculty Database (MyPima – Groups) for potential new hires.



Dept. Chair e-mails Faculty Certification Department (FCD) of new hire adjunct prior to submitting name to Master Scheduler. New adjunct is someone who was certified and has not taught a course.



FCD e-mails new adjunct of requirement to complete new employee documents.



New adjunct makes appointment with Contracts and Certification (C & C) Analyst to complete all new employee documents. If applicable, verify original certificate(s), and Blackboard Vista training.



- C&C Analyst verifies DHS I-9 Form documentation
- C & C Analyst processes E-Verify and initiates HireRight



C & C Analyst enters applicant data into appropriate Banner HR Modules



C & C Analyst e-mails Dept. Chair that all new employee documents have been completed.



Supervising Dean or Administrator may submit name to Master Scheduler for scheduling of courses.



File Request—Dept. Chair contacts FCD for a copy of applicant's documents. Scanned documents may be viewed by Dept. Chair via MyPima-Groups/files.



Completed files are stored securely at District Office - Bldg. B.