College of Arts and Sciences Procedure for Requesting and Hiring Adjuncts
(Rev. July 2026)

Requesting approval to staff a course with an adjunct instructor: A department or program that anticipates the need to hire adjunct faculty members for a given semester should first indicate its plans for adjunct staffing by completing the "planned adjunct requests" form sent out by the Dean's Office. Email notification will be sent once the plan is approved.

Requesting approval to hire an adjunct: For the courses approved to be staffed by an adjunct, the program can then list the courses on the online course schedule template distributed by the Registrar's Office (and also note revisions to its request for adjuncts on the course schedule template before that semester's course schedule is "published"). On the course schedule template, department chairs and program directors continue their adjunct requests by listing the following information:

- The specific course for which an adjunct is requested (specifically, its CRN, subject code, course number and general education designation [if applicable], section number, number of units/credits, course title, days, start and end times, preferred building, preferred room, instructional method, and schedule type);
- Zero as the course cap.
- "TBD" as the Instructor, regardless of whether the department or program has a specific person in mind to teach the course (e.g., a continuing adjunct);

Note: If a department or program has a particular person in mind to hire as an adjunct for a specific course, that person's name should **not** appear in the "Instructor" column of the course schedule template (nor should a course cap other than 0 appear). Rather:

- If you want to rehire a current or a recent adjunct, please follow the procedure outlined in the next section, "Requesting to rehire a specific adjunct faculty member," to do so.
- If a course will be taught by a non-adjunct faculty member, but that faculty member has not yet been determined when the course schedule template or changes to it are due, please leave the instructor column blank, and set the course cap to its appropriate level.
- Anything other than "TBD" in the instructor column and 0 in the course cap column will be overlooked when the Dean's Office reviews requests for adjuncts.

The Dean's Office will notify the chair or director and that unit's administrative assistant when it approves the request to hire an adjunct, at which point the chair or director (or the unit's administrative assistant) should replace the "TBD" with "Approved Staff" in the instructor column on the course schedule. However, the course cap should remain at 0 until a specific person has been approved to staff the course or the chair or director is quite confident in the ability to staff the position.

Requesting to rehire a specific adjunct faculty member: Once the Dean's Office has approved hiring an adjunct to teach a particular course, the department chair or program director must submit a Request to Rehire a Recent Adjunct form available on the CAS Handbook website. If the adjunct taught previously at Stetson and has not taught at Stetson for more than three regular (non-summer) consecutive semesters, they will need a new background check. Please contact Tara Schuwerk at tschuwer@stetson.edu in these cases.

The information submitted with the form must include an explicit evaluation of the adjunct's teaching effectiveness based on the most recent formal peer observation report and Stetson teaching evaluations, if available, along with other relevant information. Please include a copy of the adjunct's most recent formal peer observation report and a copy of her or his recent Stetson teaching evaluations.

If no Stetson course evaluations are available, please note that fact in the request. The peer observation and its report can be used to rehire an adjunct to teach in any of the three semesters following the semester it is conducted, if the adjunct's peer observation and teaching evaluations are satisfactory. (The Dean's Office maintains a record of peer observation reports for current and past adjuncts. Please contact Tracey Vondra at tvondra@stetson.edu for more information.)

The Dean's Office will notify the chair or director whether it approves rehiring that specific adjunct. If the rehire is approved, the chair or director must extend an offer to the adjunct. Upon the adjunct's acceptance of the offer, the chair or director must notify Tara Schuwerk at tschuwer@stetson.edu and Tracey Vondra at tvondra@stetson.edu in the Dean's Office, as well as Maddie Harris at maddie.harris@stetson.edu in the Office of Academic Affairs. Also, the chair or director must contact the Registrar's Office (registrar@stetson.edu) to request that, on the online course schedule, "TBD" or "Approved Staff" as the instructor be replaced with the adjunct's name and the course cap be raised to its appropriate level, if the course cap has not already been raised. If rehiring an adjunct is not an option, the chair or director should follow the instructions below, beginning with the section "Searching for an adjunct."

PLEASE NOTE: Typically, when it is possible to do so, the Dean's Office approves requests to hire adjuncts as well in advance of the beginning of the semester as possible; it also approves the (re)hiring of specific people to serve as adjuncts. However, if enrollment in a department's or program's courses do not have adequate minimum enrollment, the Dean's Office may ask a department or program to cancel low-enrolled courses and to redistribute the remaining courses among the department's or program's adjunct, full-time visiting, tenure-track, and tenured faculty members. In such cases, an offer that has been made and accepted by an adjunct faculty member may be revised or rescinded prior to the start of classes; if the adjunct has already signed a contract, it may be revised or voided.

Dean's Office request for a department or program to hire an adjunct: If the Dean's Office asks a department or program to hire an adjunct for a course for which the chair or director did not initially request an adjunct (as per the information in the section above, "Requesting approval to hire an adjunct"), the chair or director may request to rehire a specific adjunct faculty member (as per the information in the section above, "Requesting to rehire a specific adjunct faculty member"). Otherwise, the chair or director should follow the instructions in the sections below, beginning with "Searching for an adjunct."

The sections below pertain to the situation whereby chairs and directors must search for and hire a new adjunct.

Searching for a new adjunct: Once the Dean's Office has approved hiring an adjunct, if the chair or director must search for a new adjunct, they must create a job announcement and email it to Tara Schuwerk (tschuwer@stetson.edu) in the Dean's Office for review. Once the job announcement has been approved, the chair or director must email it to Maddie Harris maddie.harris@stetson.edu in the Office of Academic Affairs and request that it be posted on the Internet. If the job announcement does not appear on the Office of Human Resources website under "Employment-Faculty Opportunities-

Adjunct Faculty Positions" within a reasonable amount of time, the chair or director should follow up with Maddie about the posting.

To search for an adjunct, we encourage chairs and directors to examine the websites of surrounding colleges and universities for the names of adjuncts who are teaching comparable courses elsewhere and to contact those people to invite them to apply for Stetson's adjunct position. Likewise, we urge chairs and directors to contact the directors of graduate programs in the region to see whether they can recommend graduate students who have met the minimum qualifications and invite them to apply for the position.

Minimum qualifications: A doctorate or other appropriate terminal degree in the respective (or related) field is preferred; applicants with A.B.D. or master's degrees will be considered. The current SACSCOC policy (which Stetson follows) outlines the relevant degree and course requirements for faculty members, including adjuncts, as follows:

- Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

If applicants do not hold the minimum academic credentials listed above, but they are appropriate candidates for teaching particular courses, they may be able to meet the hiring standards by demonstrating other competencies and achievements, as noted in Stetson's "Minimum Faculty Teaching Qualifications" document:

Consideration of other teaching qualifications, either in conjunction with or in lieu of academic credentials, must be made on a case-by-case basis. Such cases should be exceptional, and the evidence of other demonstrated competencies and achievements provided must be compelling. It should also show substantial and significant evidence of professional progress as related to the faculty member's teaching assignment. Other qualifications may include, as appropriate, relevant undergraduate and graduate degrees, a scholarly track record in the teaching discipline or related discipline, contract or grant work, work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Regarding the documentation requirements for these other demonstrated competencies and achievements:

- For all faculty qualified by means other than their academic credentials (degrees and coursework) alone, appropriate evidence of the other demonstrated competencies and achievements must be provided. The evidence provided should include dates that correspond to the qualifying activities. When qualifying a faculty member on the basis of their related work experience in the field, specific job titles and relevant duties should also be provided. For all cases qualified by "other," a current curriculum vitae (C.V.) or résumé must be provided.

Additional evidence should be provided as appropriate (e.g., copies of current licensures, awards, certificates, diplomas).

- Faculty hired utilizing the other demonstrated competencies methodology must be adequately documented by the Department Chair or Program Director and reviewed and approved by the Department Chair (if not the originator), the Dean, and the Provost.
  Applicants with experience teaching college-level classes in a liberal arts setting or a demonstrated ability to teach undergraduate or graduate students, as applicable, are strongly preferred.

A credentialing document is now required as part of the form submission for all new adjunct hires.

Search committee and campus interviews: The chair or director should create a search committee consisting of other faculty members in the department or program. This committee need not be as large or as formal as those used when searching for and hiring a full-time faculty member; it may consist of just two or three people. This committee reviews applications (i.e., cover letters and curriculum vitae); decides who to invite to campus; and arranges for the campus visits. During the campus visit, the candidate meets with the search committee.

- If the candidate has no prior college or university teaching experience (i.e., has not taught a course for which she or he was the instructor of record and was not just a teaching assistant), she or he should give a teaching demonstration, which the search committee members and other interested faculty members and students evaluate. The teaching demonstration need not take up an entire class period; the idea is for the search committee to get some idea of how the candidate presents herself or himself in a "classroom setting" and teaches and interacts with "students" (even if the "students" are members of the search committee). A teaching demonstration is especially valuable when the candidate has never taught before or has limited teaching experience.
- If the candidate has previous college or university teaching experience, the search committee may replace or supplement the teaching demonstration with its request for and review of the candidate's syllabus and corresponding teaching evaluations from another college or university for a course comparable to the one the candidate would teach at Stetson.
- If the candidate has taught a course elsewhere, we strongly encourage the search committee to also request and review peer and/or faculty supervisor observations of the candidate's teaching, if they are available.
  The search committee must not extend an offer to the candidate or mention a salary during the interview, but it should determine the candidate's level of interest in the position.

The search committee must not extend an offer to the candidate or mention a salary during the interview, but it should determine the candidate's level of interest in the position.

After all candidates' campus visits, the search committee discusses the candidates' qualifications for the position and selects a candidate from whom to request additional supporting documents. After obtaining and reviewing these materials, the search committee decides whether to recommend the applicant for hiring. If it decides to do so, the chair or director must submit a Request to Hire a New Adjunct form for the applicable semester, available on the CAS Handbook website

The form submission must include:

- A letter of application;
- A current curriculum vitae (C.V.);
- Two or more recent (i.e., within the last two years) confidential references from non-Stetson-affiliated faculty members or professionals (e.g., letters of evaluation and/or the search committee chair's notes from telephone or email reference checks) that explicitly address the candidate's teaching;
- A transcript from the institution awarding the highest degree; it is fine to include an unofficial transcript in the candidate's initial application file, but it will have to be replaced with an official one, if the candidate is extended and accepts an offer;
- Teaching Materials
    - The search committee members' evaluations (or the search committee chair's summary of these evaluations) of a live teaching demonstration at Stetson evaluation of teaching and/or a recent syllabus and corresponding student teaching evaluations from another college or university for a course comparable to the course(s) to be taught at Stetson.
    - Also desirable, if available: peer observation reports within the last two years from colleagues and/or faculty supervisors at another college or university
- Adjunct Credentialing Sheet (see Handbook)
- Completed Professional Employment Recommendation for Part Time Faculty (see Handbook)

The Dean's Office notifies the chair or director whether the candidate has been approved for hiring and discusses the salary with the chair or director. If the applicant is approved, the chair or director extends an offer to the applicant; the offer must include the salary, clarification of the adjunct's responsibilities, the teaching schedule (e.g., days and times), and so forth. Upon the candidate's acceptance of the verbal offer, the chair or director must notify Tara Schuwerk at tschuwer@stetson.edu and Tracey Vondra at tvondra@stetson.edu in the Dean's Office and Maddie Harris (maddie.harris@stetson.edu) in the Office of Academic Affairs. The chair or director must also ask the candidate to have a copy of her or his official transcript from the institution awarding her or his highest degree sent to Maddie Harris (maddie.harris@stetson.edu) in the Office of Academic Affairs, if that has not already been done. Once the Dean's Office has the candidate's completed file, it will send it to the Office of Academic Affairs, and that office will ask the Office of Human Resources to request the candidate's background check. The candidate's email address must be on the Professional Employment Recommendation (PER) for Part-Time Faculty form that is part of the candidate's file and delivered to the Dean's Office for the background check to occur. The chair or director should notify the candidate to expect an email from one of Stetson's outside vendors to begin the background check and to be on the lookout for that message in her or his junk mail and spam mail. Once the background check has cleared, the Office of Academic Affairs will notify the chair or director and the unit's administrative assistant about the next steps, which are described in the next section.

The background check and thereafter: After the candidate has cleared the background check, the Office of Human Resources assigns the new hire a Stetson ID number (i.e., an 800-number), and the Office of Academic Affairs notifies the chair or director and the administrative assistant of that fact. Maddie Harris in the Office of Academic Affairs alerts the chair or director when the new hire has been entered into Banner. At that point, the chair or director must take these steps:

- Work with the department's or program's administrative assistant to request the appropriate level of I.T. access for the adjunct. (For example, new tenure-track faculty members may be

given access to, say, shared department or program drives or Teams, that temporary faculty members may not get.) The administrative assistant must request I.T. access for the adjunct by completing and returning the "Employee Request for Services" form at this link: https://dynamicforms.ngwebsolutions.com/Submit/Page?form=b248f8b5-d336-4612-b6aa-2f52ab82b1f9&section=952969&page=466728&token=qFtcrCLbnYRB-0zJf6gtuCld9SuDTZRsKk1PwcyAOHo

Every new faculty employee must have an 800-number before this I.T. request can be submitted.

- Change the course information on the online course schedule template (i.e., set the appropriate course cap for the course to be taught by the adjunct and replace the instructor as "TBD" or "Approves Staff" with the adjunct's name).
- Contact Maddie Harris (maddie.harris@stetson.edu) in the Office of Academic Affairs about removing the job announcement from the Office of Human Resources website on the Intranet.
- Give or have the department's or program's administrative assistant give the adjunct information about ordering review copies of teaching materials, if applicable, and about placing an order for required and recommended course materials with Stetson's bookstore.
- Forward this link to them http://www.stetson.edu/administration/provost/faculty-resources/teaching.php , which contains teaching resources, including a helpful "Syllabus Template" and "Teaching Tips and Guidelines for Stetson Faculty Members."
- Tell new adjuncts who will begin teaching in the fall semester that they will be invited to the New Faculty Orientation (if they have not already been invited). If the date for this event has been announced, please share it with them. Participation is voluntary, but please encourage them to attend this event.
- Communicate the adjunct's 800-number to the adjunct and ask them to complete these tasks, in this order:
    - Go to the Office of Human Resources (300 N Amelia Ave) to complete necessary paperwork on any weekday between 8:00 am and 4:30 pm, and bring proper documentation with them, as listed on page 9 of the form I-9 Employment Eligibility Verification; new employees must complete this paperwork before they begin teaching. For documentation, employees must present one selection from List A or a combination of one selection from List B and one selection from List C.
    - Get a Stetson Hatter1 Card (ID card) from the Hatter 1 Card Office in University Hall (644 N Woodland Blvd);
    - Complete the Stetson University Vehicle Registration located on MyStetson. Once their parking permit is ready they can pick it up at Stetson's Office of Public Safety (405 N. Amelia Avenue);
    - Arrange for a tenured faculty member to conduct a formal peer observation of the new adjunct, to write a report, and to review it with her or him within the first half of the semester.

If you have any questions about adjunct hiring, please direct them to Tracey Vondra at tvondra@stetson.edu or Tara Schuwerk at tschuwer@stetson.edu in the Dean's office.