College of Public Affairs and Education
UNIVERSITY OF ILLINOIS SPRINGFIELD

Subject:	Hiring Adjuncts
Category:	Human Resources
Effective Date:	09/01/2025
Contact:	Administrative Assistant

Procedure

1.) Adjunct instructor candidates will apply for adjunct positions through the UIS Job Board.

2.) Unit Executive Officers (UEOs) will review the adjunct applications in Cornerstone and will request to hire selected candidates through the UIS Adjunct Application Request & OEP Certification process. UEOs should add all possible classes that the adjunct candidate is eligible to teach to the initial request. This avoids the necessity of having to resubmit the request to add classes in future semesters. If the adjunct does not have a doctoral degree and the unit has a tested experience policy, the UEO will attached the policy with the rationale for hiring the adjunct to the request.

3.) An automatic email will be sent by Academic Affairs notifying the College and the UEO when the candidate has been approved or denied. College staff will save an electronic copy of the approval, the candidate's CV, and the Assessment of Oral English Proficiency to start an Adjunct Faculty Personnel File in Box. If an adjunct is denied, the UEO will follow up with the Provost's Office as necessary.

4.) At least two months in advance of the start of each semester, the Administrative Assistant will start to compile the Adjunct Approval Spreadsheet which lists the adjuncts who will be teaching that semester, the class section(s) that will be taught, the stipend amount, etc.

   a. When the second and final draft of the course schedule is reviewed and updated, UEOs will add adjunct instructor names to the "Instructor UIN" column for classes that leaders know will be taught by specific adjuncts. The Administrative Assistant will use this course schedule to identify adjuncts to be added to the Adjunct Approval Spreadsheet.

   b. The Administrative Assistant will also review the Dynamic Course Schedule and/or weekly enrollment reports for each program to identify course sections with no instructors and work with unit heads to identify which unassigned courses will be taught by adjuncts and which adjunct will be assigned to each section(s).

   c. The Administrative Assistant will use the information gathered above to develop a draft Adjunct Approval Spreadsheet.

      i. For new adjuncts, the Administrative Assistant will check the Adjunct Approval documents from the Provost's Office to determine if the adjunct is an approved adjunct and if they have been approved to teach their assigned courses. If the adjunct has not been approved, the

Administrative Assistant will determine where the approval is in the process and follow up with the UEO, the Dean, or the Provost's Office as necessary.

    ii. Stipend amounts will be determined:

        1. The Administrative Assistant will use the "Tiered Minimum Compensation for Adjunct Faculty" document and will consult with the UEO and Dean to determine a starting stipend for new adjuncts.

        2. The Administrative Assistant will use the Adjunct Stipend Spreadsheet to find the stipend amount for returning adjuncts.

    iii. Building Digital Communities (BDC) Training for Online Instructors

        1. The Administrative Assistant will use the Stipend Spreadsheet to determine if the adjunct has completed the Building Digital Communities (BDC) training.

        2. The Administrative Assistant will check with the Provost's Office staff to determine if online adjuncts hired in the previous semester have completed their BDC training.

        3. The Administrative Assistant will email new online adjuncts the link to register for the BDC training during the hiring process.

5.) The Administrative Assistant will send the draft Adjunct Approval Spreadsheet to the Assistant Provost for review and approval.

6.) Once the Assistant Provost returns the spreadsheet to the Administrative Assistant, they will start the hiring process for the adjuncts who have been approved and will follow up on those that have not been approved, including notifying the unit leader of any rejections. Reasons for rejection include:

    a. New adjunct who has not completed the BDC training. The Administrative Assistant will follow up with the Adjunct, and their UEO, to inform them they must complete the BDC training before they can be hired again.

    b. Adjunct was not approved to teach the course they are assigned. The Administrative Assistant will notify the UEO that they need to submit an updated Adjunct Approval Request to add the unapproved course to their eligible courses to teach.

7.) The Administrative Assistant will start the hiring process for all adjuncts approved by the Assistant Provost and will follow up with UEOs to resolve issues or identify alternative instructors for those who cannot be approved.

    a. To initiate the hiring process, the Administrative Assistant will create an offer letter for the adjunct in Cornerstone using the appropriate template: New adjunct, Returning Adjunct, Retired Employees, or 100% Employed Faculty/Academic Professionals/Civil Service (SIE). The offer letter will then be routed for approval, then sent to the adjunct instructor's "Candidate Profile" in Cornerstone.

    b. At the same time:

        i. The "SURS Annuity Statement" will be emailed to all retiree adjuncts for completion.

        ii. A "Request for Compensation for Service in Excess of 100%" form will be initiated for current 100% U of I System employee adjuncts.

    c. Once the retiree has returned the completed "SURS Annuity Statement", the Administrative Assistant will [submit the statement to SURS for approval](#).

d. Once the 100% employee has completed the SIE form, it will be routed to the home and requesting college, and to the Assistant Provost for approvals. A copy of the approved SIE will be saved to the shared drive and printed out for the adjunct's personnel file.

8.) Once the offer letter has been signed and returned by the adjunct in Cornerstone, the Administrative Assistant will save copies for the adjunct's personnel file, as well as save copies to the Academic Affairs Adjunct Box folder for that semester and share that folder with the Assist Provost.

9.) The Administrative Assistant will process the completed offer letters as follows:

a. New Adjuncts:

   i. Send the new hire the "Welcome to University of Illinois" letter that contains instructions for the new employee, including that the new hire call the Administrative Assistant with their date of birth, social security number and other information which is needed for the next step.

   ii. Initiate a new hire transaction and upload the offer letter in HRFE.

   iii. Send a copy of the signed offer letter to the CPAE HR Liaison to initiate a background check and upload the background check into HRFE once completed.

   iv. Complete the I-9 for the new hire.

   v. Add the job in HRFE and route once all new hire forms have been completed.

   vi. The new adjunct must request that an official copy of their college transcripts for their terminal degree be sent either electronically or via mail to the College. Transcripts for adjuncts should be filed in the college's adjunct personnel file.

   vii. Add faculty to the instructor table in Banner (SIAINST) and add the instructor to their courses (SSASECT).

   viii. Add the new faculty UIN to the CPAE UIN spreadsheet.

   ix. Once the transaction has been applied in HRFE, change the candidate's status in Cornerstone to "Hired".

b. Returning Adjuncts

   i. Add the job, upload the offer letter, and route in HRFE.

   ii. Add the instructor to their course in Banner (SSASECT).

   iii. Once the transaction has been applied in HRFE, change the candidate's status in Cornerstone to "Hired".

c. Retirees

   i. Add the job, upload the offer letter and SURS approval and route in HRFE.

   ii. Add the instructor to their course in Banner (SSASECT).

   iii. Once the transaction has been applied in HRFE, change the candidate's status in Cornerstone to "Hired".

d. SIE of 100% Employees

   i. Add the job, upload the offer letter and finalized SIE form, and route in HRFE.

    ii. Add the instructor to their course in Banner (SSASECT).

    iii. Once the transaction has been applied in HRFE, change the candidate's status in Cornerstone to "Hired".

10.) Thirty days before the start of classes, notify the adjuncts of their course enrollments.

11.) At least 10 days before the start of classes, the Dean with the input of the UEO will determine if low enrolled courses should be cancelled. If courses are cancelled, a "Notice of Cancellation" will be sent to adjuncts whose courses were cancelled due to low enrollments or whose courses were re-assigned to full-time faculty.

12.) Once the classes make:
    a. The Administrative Assistant will update the Adjunct Stipend spreadsheet with the number of classes taught per instructor in order to calculate the stipend for the next semester.
    b. Electronic versions of the offer letters, SURS documents, and SIEs will be copied to the adjuncts' personnel files.

13.) Timelines:

	Summer Semester	Fall Semester	Spring Semester
Course schedule is published	March 15th	March 15th	October 15th
Unit Leaders identify Adjunct Instructors	March 25th	June 15th	October 15th
Unit Leaders submit Adjunct Approval Requests for new adjuncts	March 25th	June 22nd	October 22nd
Admin Ass't submits semesterly Adjunct approval spreadsheet to Academic Affairs for approval	April 1st	July 1st	November 1st
Admin Ass't sends out Adjunct offer letters by	April 8th	July 8th	November 8th
Adjuncts must respond by	April 22nd	July 22nd	November 22nd
New Adjuncts must complete all new hire paperwork by	April 30th	July 31st	November 30th
Admin Ass't adds HRFE transactions and assign classes to adjuncts by	May 15th	August 15h	December 15th