

Adjunct Hiring Process for Academic Affairs

This memo provides the current process for hiring Adjuncts in Academic Affairs. Note that adjuncts fall under Category 2 in USF's Targeted Recruitment document and are exempt from searches. In some situations, it may be necessary to hire adjuncts very quickly if a regular faculty member becomes unable to fulfill an appointment, so this review of the process should be useful. Please do not hire regular full-time faculty as adjuncts. They should be paid through the overload procedure. Similarly, please do not hire graduate students as adjuncts who are otherwise eligible to be hired as GAs/TAs or are current GAs/TAs. Also, if an adjunct has contracts in multiple academic units, and acquires enough teaching contracts to trigger the Affordable Care Act, all hiring departments are responsible to proportionally share those additional costs.

It is and has been the University's philosophy that adjuncts are part-time and should be limited in the number of courses and credit hours they are assigned so as to remain consistent with that principle.

Indeed, the average number of credits assigned to adjuncts throughout the University has been less than six credits per adjunct per semester. That being said, there is not a firm University policy capping the number of courses an adjunct may be offered to teach without considering all pertinent factors. It is left to your best judgment as Chairs/Directors, knowing the needs and resources of your respective departments/schools, to assign courses and make hiring decisions as appropriate for each term, while keeping in mind the nature and role of the adjunct position here at USF. I trust that you will continue to exercise this discretion in the best interests of our students, adjuncts, and the University as a whole.

State law limits the FTE assignment per 3 credit course to a maximum of 0.25 but faculty can be assigned less. The most common practice across Academic Affairs is for adjuncts to be assigned 0.18 FTE per course. This does not affect their pay but reflects that adjuncts are contracted only to teach a particular course and should never have research, service or administrative duties.

You may want to determine if an adjunct is already teaching for other units at USF. Human Resources has made available a biweekly report containing all active in-unit and out-of-unit adjuncts. As a reference, in-unit adjuncts have a salary plan code 06 and out-of-unit adjuncts have a salary plan of 01. **To view the adjunct reports, please [click here](#).**

If you are rehiring an adjunct who has worked at USF in the past 12 months you simply need to submit an ASF and an offer letter to HR. Previously there were more restrictions on how recent the background check and reference letters needed to be. We have changed those restrictions so that if an adjunct has worked at USF in the last 12 months you do not have to repeat background and reference checks.

The job code for adjuncts has changed. We previously entered adjuncts in code 9004 (Instructor) with the field "Empl Class" marked as "adjunct". Beginning in Fall 2020 please use the following:

Adjunct – Academic Affairs in-unit. Job Code 9020, Union Code 40, Salary Plan 06

Pertains to individuals who are contracted to teach courses on a temporary, part-time basis only and do not hold another appointment at USF. Single semester commitment. Includes only adjuncts within the SEIU collective bargaining unit.

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Adjunct – Academic Affairs out of unit. Job Code 9020, Union Code 20, Salary Plan 01

Pertains to individuals who are contracted to teach courses on a temporary, part-time basis only. Single semester commitment. Includes adjuncts with appointments at USF that preclude membership in the SEIU collective bargaining unit. This is usually for Administration and Staff employees who already are employed full-time by USF.

If you are hiring a new adjunct or one who has not taught at USF in the past 12 months you need to follow the Category 2 recruitment process but of course you have the option of doing a regular recruitment. We will focus on the Category 2 recruitment process here:

1. The individual responsible for the recruitment and hiring functions for a department, college and/or division is responsible to create a Targeted Recruitment in Careers@USF and email the link to the applicant. You can make up to ten hires through a single targeted recruitment if they are the same job code, salary, title and department. More typically, each applicant processed as a targeted recruitment will be associated to a unique job opening (one-to one relationship).
2. Ensure the applicant completes the employment application in Careers@USF and that you fill out/provide and upload these required documents to the Activities and Attachment section of the job opening in Careers@USF:

Employment Verification Form - verifies the applicant's current or most recent employment.

Employment Reference Form - you need 3 of these reference checks

Transcripts – at this point you may upload to the job opening, under the activities and attachments section, unofficial transcripts or diploma as acceptable forms of education verification. However, you will need to submit official transcripts to DHR as soon as possible to comply with accreditation credentialing guidelines. If official transcripts are on file, you will not need to resubmit another copy. You can email official transcripts to Central HR Data Ops at employmentcenter@usf.edu.

Background Check - You will need to initiate a background check through HireRight. Currently, with the COVID-19 pandemic, some of the agencies contacted for background checks through HireRight have been less responsive than usual. If you cannot get a background check done in time for an urgent adjunct hire, you can work with your Senior HR Representative in HR Services for a short term waiver that will allow the adjunct to begin work pending the background check results.

3. Accurately disposition the applicant through all required steps in Careers@USF. This must be completed before the job offer is approved. Your Sr. HR Representative in HR Services will notify you via email once the job offer has been approved.
4. All brand new hires or rehires who have not been employed for a period of more than 12 months are required to go through the Right Start process on or before the employee's first day of work. To initiate this process, you will need to send the signed offer letter to rightstart@usf.edu and the RightStart Team will send the applicant the documents they will need to fill out. Until further notice, this replaces the in-person process we used pre-COVID-19. **Please note that steps 1-3 outlined above must be completed prior to the employee's first day of work.**

5. Individuals hired as presenter/speakers in continuing education-type programs of short duration [not to exceed ten (10) days within a twelve (12) month period] are exempt from the usual requirement of obtaining employment reference checks, employment verifications, and education verifications, unless such documentation is specifically required by the USF department administering the continuing education program at issue.

6. To assist with determining if an individual has a current active adjunct appointment outside of your department, Human Resources has made available a daily report containing all active in-unit and out-of-unit adjuncts. As a reference, in-unit adjuncts have a salary plan code 06 and out-of-unit adjuncts have a salary plan of 01. **To view the adjunct reports, please [click here](#).**

Responsibilities of Chairs and Deans related to the Adjunct SEIU Collective Bargaining Agreement

The Adjunct SEIU Collective Bargaining Agreement may affect how you interact with, hire and pay adjuncts so please read the linked CBA carefully. I've listed some of the highlights below:

1. Adjuncts in the SEIU union include only those adjuncts within Academic Affairs whose primary appointment at USF is as an adjunct. It excludes administrative employees at USF who teach as adjuncts and any personnel at USF who are part of another USF collective bargaining unit, including faculty (UFF) and staff (AFSCME).
2. Adjuncts within a department or school may request to meet as a group with the Department Chair/Director or designee once per academic year to discuss departmental matters such as the financial condition of their department or staffing issues, the adjuncts' professional development and adjunct engagement, morale and working environment. (See Article 5)
3. Each Department/School must create and maintain an "adjunct pool". This is a list of potential adjuncts to which the department may refer as a resource when making hiring decisions for a particular semester, though the department is not prohibited from hiring from outside the pool. The benefit is that the pool system promotes familiarity between departments and adjuncts and increases efficiency in the hiring process. Many chairs/directors already maintain an informal adjunct pool. The Chair/Director has discretion in deciding who to include in the pool, considering factors such as education, experience, past performance, area of expertise and the needs of the department. The list need only include the potential adjuncts' name and email or postal address provided by the adjunct. We have created a template document for departmental use in satisfying this requirement, which can be provided upon request. (See Article 10)
4. The CBA contains a grievance process that culminates in binding arbitration, as required under Florida Statutes. The grievance process does not apply to certain situations, however, such as written counseling, discipline that does not directly result in a loss of pay, separation of employment where the adjunct is paid the full amount owed under the offer letter, or decisions to not hire, re-hire or offer a course to an adjunct. (See Article 11)
5. Adjuncts may be entitled to a \$300 course cancellation fee under narrowly-defined circumstances, such as where the adjunct has had an accepted, written offer to teach a course for at least seven (7) days, and the course is later cancelled or reassigned within five business days of the start of the semester (or after the semester has already begun). (See Article 14). A fillable PDF [form is available on the HR website](#) for departments/schools to request a cancellation payment.
6. To assist with determining if an individual has a current active adjunct appointment outside of your department, Human Resources has made available a biweekly report containing all active

in-unit and out-of-unit adjuncts. As a reference, in-unit adjuncts have a salary plan code 06 and out-of-unit adjuncts have a salary plan of 01. **To view the adjunct reports, please [click here](#).**

7. An adjunct may request a written evaluation of their teaching no more than once annually by the chair/director or designee. Should the request be granted, the chair/director may use the one-page Adjunct Evaluation form attached as appendix D to the CBA, or another suitable format to be determined by the chair/director. (See article 13)
8. The CBA establishes minimum salaries per credit hour, based on input received from each College, which will apply at all campuses. Please refer to Article 15 for your respective Colleges' minimums. If an adjunct teaches only a portion of a course, the adjunct may be paid a prorated amount of the applicable minimum salary. Where an adjunct is paid by the number of students enrolled in the course, as opposed to by the credit hour, the minimum salary is \$400 per student or a total salary equivalent to the applicable per-credit minimum in the respective College, whichever is less. Nothing in the CBA prevents a department or unit from paying more than the established minimum for teaching.

Please refer to the full CBA, which is available online at the following link: [2023-2025-cba-seiu-and-usfbot.pdf](#).

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