

Hiring an Adjunct

2021

Adjunct Hiring

Office Coordinator or Administrative Assistant submits to HR:

New Faculty Member Information Form (NFM)


- Part 1 completed by adjunct
- Part 2 completed by department

- This form must be completed electronically with all fields populated and the digital dynamic approval stamps at the bottom of part 2

Background Check Authorization

Curriculum Vitae (CV)

*Please include school transcripts



New Faculty Member Information

To assist in completing the hiring process, please submit:
(1) Curriculum Vitae
(2) Graduate School Transcripts: official copies only from the highest degree earned

To be completed by Instructor (please print unless otherwise indicated):

Name _____
LAST FIRST MIDDLE INITIAL

Current Address _____
STREET (OR PO BOX) CITY STATE ZIP

Phone _____ E-mail Address _____
BEST & ALTERNATIVE NUMBERS CURRENT EMAIL CONTACT

U.S. Citizen: Yes or No If no, explain: _____ NU Email Name _____
PREFERRED FIRST NAME TO BE USED

NU current or former student: Yes or No *Note: After hire all email from NU will come through your NU email account*

Educational Background: (list all undergraduate and graduate colleges/universities)

1. _____ Degree earned _____
2. _____ Degree earned _____
3. _____ Degree earned _____
4. _____ Degree earned _____
5. _____ Degree earned _____


Church Affiliation:
Northwest University is affiliated with the Assemblies of God, which asks us to report on the church affiliation of our faculty members. This information is for reporting purposes only. NU is a place where faculty members from many Evangelical Christian traditions thrive together professionally, relationally, and spiritually.

What church do you currently attend? _____
 Is this an Assemblies of God church? Yes or No
 If not, besides teaching at NU, have you had any past involvement with the Assemblies of God? Yes or No
Please explain _____
 Do you think of yourself as a Pentecostal or Charismatic? _____
 Do you have ministerial credentials? _____

Statement of Faith for Northwest University:

- We believe the Bible is the inspired and only infallible and authoritative written Word of God.
- We believe there is one God, eternally existent in three persons: God the Father, God the Son, & God the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- We believe in the blessed hope-the rapture of the Church at Christ's coming.
- We believe the only means of being cleansed from sin is through repentance & faith in the precious blood of Christ.
- We believe regeneration by the Holy Spirit is absolutely essential for personal salvation.
- We believe in water baptism by immersion.
- We believe the redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
- We believe the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- We believe in the resurrection of both, the saved and the lost, the one to everlasting life & the other to everlasting damnation.

Your signature indicates you are a follower of Jesus Christ; you respect this Statement of Faith and you agree to advocate nothing contrary to the Bible, this statement of faith, or the stated purposes of Northwest University.

 _____
Instructor Signature Date

New Faculty Member Information for: (NAME)
This page to be completed by Department Dean/Office Coordinator except where indicated:

School/College _____ Title (if applicable): _____
 Location and/or Modality: (circle) KIRKLAND / ONLINE / SACRAMENTO / SALEM / CPP LOCATION _____
 Supervisor _____ Faculty Member State of Residence _____
 Person Completing Form _____ Phone Number _____
 Initial Course(s) _____ Class Start Date _____
(LIST COURSE CODE(S) & TITLE(S))

Status: Regular Faculty or Adjunct Faculty; Benefit-Eligible: Yes or No; In a Current Non-Exempt Position: Yes or No
If adjunct is a non-exempt NU staff member, provide the hourly rate for the course being taught: \$ _____

GL#: _____ Need to be Hired by: _____
 Number of Weeks in the Course (for payroll) _____ Course Development Hire Date: _____
 Teaching Hire Date: _____

IT CHECKLIST FOR COMPUTER & FURNITURE SET-UP:

- When the NU Account is set up (including faculty status) please contact: _____ and itc@northwestu.edu. Note: the contact person will add new faculty to the appropriate distribution lists.
- NU current or former student: Yes or No NU Email First Name _____
PREFERRED FIRST NAME TO BE USED
- Verification from Student Accounts: _____
- Computer/Phone _____
ASSIGNED OFFICE NUMBER
- Additional Software _____
LIST NEEDED SOFTWARE (BE SPECIFIC)
- Power CAMPUS Programs _____
IF APPLICABLE
- Furniture Needed _____
REQUESTS (BE SPECIFIC)
- Other Requests _____

This Form is submitted with CV & School Transcripts to the Provost's Office OR College of Adult and Professional Studies
NORTHWEST UNIVERSITY APPROVAL:

Dean  _____ Date _____
 Provost _____ Date _____
 Human Resources _____ Date _____



Adjunct's name goes at the very top of the form.



Ensure the date the adjunct needs to be hired by allows for enough time to processes onboarding paperwork.



List any specific IT set-up needs.



Dynamic stamp approval from Dean, Provost and HR.

HR Process

If the new adjunct has been a previous NU student or employee, they must be cleared through Student Financial Services and Student Development

Perform a background check

Contact IT to set up NU email & misc. needs

Contact the adjunct to set up an orientation date or send them a remote packet with all the required forms. The orientation generally is a one hour-long meeting.

Background Check Process

If adverse information is found during the background check the hiring supervisor may be asked to complete an individualized assessment in order to determine if they wish to move forward with the hiring process.

Individualized assessments compare the specific criminal conduct and its dangers with the particular job position you are hiring for.

HR will notify and advise the hiring supervisor if an individualized assessment is needed.





RCW [28B.112.080](#)

Sexual misconduct—Offers of employment—Requirements.

Beginning July 1, 2021, prior to an official offer of employment to an applicant, a postsecondary educational institution shall:

- (a) Request in writing, electronic or otherwise, that the applicant's current and past postsecondary educational institution employers provide the information, if any, of any sexual misconduct committed by the applicant; and
- (b) Ask the applicant if the applicant is the subject of any substantiated findings of sexual misconduct, or is currently being investigated for, or has left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current and past employers, and, if so, an explanation of the situation.

Completing the Hiring Process

Once all the documents have been signed/provided by the adjunct, HR will send a “cleared to work” email to the hiring supervisor.

Please allow a minimum of two weeks for the entire process to be completed.

***The adjunct is not permitted to work until you have received this email from HR.**



If the Adjunct is already hired with another department at NU:

The new department would submit part 2 of the New Faculty Member Information form (NFM) to HR.

We request this step, so if one department terminates the adjunct, there is record that another department has them employed and they are not terminated completely.

If a full-time faculty member is retiring or stepping down and wishes to remain active as an adjunct instructor, please notify HR prior to the end of their contract date so they are not terminated in the system.

*Dean's approval stamp with date and time. The Provost's stamp is not needed since they are already an approved employee



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Dean **APPROVED** _____ Date _____
Provost _____ Date _____
Human Resources _____ Date _____



Questions?
Contact Rose Bryson,
HR Assistant II

rose.bryson@northwestu.edu

425.889.5598