Our Tradition...

Your Opportunity

PV TALENT SYSTEM
CREATING AN ADJUNCT FACULTY POOL
OVERVIEW

• The PV TALENT System has a built in functionality that will allow an academic department to create an adjunct faculty pool

• By using this functionality, it allows for an adjunct faculty position to be posted through a process known as “Open and Continuous Posting”

• This tutorial serves as a quick overview on how to create, review and hire adjunct faculty through an “Open and Continuous” posting process

• Full length tutorials for the various actions required are available on the PV TALENT Resources page.
The process begins by the department’s Initiator creating a position description for an adjunct faculty position using the Adjunct Module in the Position Management System and routing it for approval.

If the position description already exists, then a “Modify Position Description” action can be used to make necessary updates and route for approval.

NOTE: In most cases only one position description is needed to represent multiple positions. However, if your department teaches multiple disciplines such as English, Spanish and French then a separate position description for each discipline should be created.
1. Once the adjunct position description has been approved, the department’s Initiator then proceeds to the Applicant Tracking System to initiate the Job Posting Request against the earlier approved position description and routes for approval.

2. Or you can select from the job posting category from the short cut menu.

NOTE – In order for the correct position description to pull up in the Applicant Tracking System, you must select the “Adjunct” module.
HR then posts the adjunct faculty position(s) on the web for applicants to apply.

NOTE – To allow for the position(s) to be open and continuous, the job posting must be listed as “open until filled”. However, the position must be posted for at least five working days before hiring action may be taken on the applicant pool.
1. To review Adjunct applicants, make sure you are logged into the Applicant Tracking System and are logged in with the appropriate user role.

NOTE - Appropriate user roles include Search Committee Chair, Search Committee Member, Initiator, Department Head/Director, etc.

2. Select “Adjunct” from the Job Postings tab.
Click on the “Posting Title” to view the posting.

<table>
<thead>
<tr>
<th>Posting Title</th>
<th>Posting Number</th>
<th>Department</th>
<th>Active Applications</th>
<th>Workflow State</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Instructor</td>
<td>ADJ00001JP</td>
<td>Social Work, Behavioral &amp; Political Sciences</td>
<td>2</td>
<td>Posted</td>
<td>Actions</td>
</tr>
<tr>
<td>Adjunct Instructor</td>
<td>ADJ00007JP</td>
<td>Languages &amp; Communication</td>
<td>0</td>
<td>Closed</td>
<td>Actions</td>
</tr>
<tr>
<td>Adjunct Instructor</td>
<td>ADJ00005JP</td>
<td>Languages &amp; Communication</td>
<td>1</td>
<td>Closed</td>
<td>Actions</td>
</tr>
<tr>
<td>Adjunct Instructor</td>
<td>ADJ00008JP</td>
<td>College of Business</td>
<td>4</td>
<td>Closed</td>
<td>Actions</td>
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<tr>
<td>Adjunct Instructor</td>
<td>ADJ00003JP</td>
<td>Languages &amp; Communication</td>
<td>1</td>
<td>Closed</td>
<td>Actions</td>
</tr>
<tr>
<td>Adjunct Instructor</td>
<td>ADJ00004JP</td>
<td>Languages &amp; Communication</td>
<td>1</td>
<td>Closed</td>
<td>Actions</td>
</tr>
<tr>
<td>Adjunct Instructor</td>
<td>ADJ00006JP</td>
<td>Languages &amp; Communication</td>
<td>1</td>
<td>Closed</td>
<td>Actions</td>
</tr>
</tbody>
</table>
1. After clicking on the Posting Title or Posting Number, the system will move to the Summary page of the posting.

2. General details about the posting will be here.

3. Click on the “Applicants” tab to view applicants.
Click on the applicant’s name to view an application.
1. Basic info about the applicant will be here.

2. You can review the application by scrolling down the page to view each section.

3. Or click “Preview Application”.
1. To view the applicant’s attached documents one at a time, click on the “Name” of each document.

2. Click “Generate” to view all attached documents as a single file.
1. Applicants that will be considered by the department will be moved to a status of “Approved to Pool” for further review.

2. To change the status of an applicant click on the Applicant’s Name.
To move the applicant to an “Approved to Pool” status, click on the “Take Action on Job Application” button.

NOTE – Changing of applicant statuses must be completed by the Department Head for the adjunct pool.
Click “Submit” to move forward.
Once all applicants received have been approved to the pool, they can then be evaluated and/or interviewed by the Selection Committee based on the approved EEO documents provided with the job posting.
Applicants to be interviewed must be moved to a status of “Selected for Interview”.
Applicants selected to fill the available positions will be moved to status of “Recommend for Hire” so that the hiring process can begin.

NOTE – Multiple applicants may be moved to a status of “Recommend for Hire” for adjunct positions available within the same job posting.
Once placed at a status of “Recommend for Hire, the Department Head notifies the Initiator to “Start the Hiring Proposal”. Reference the tutorial for Completing the Hiring Proposal for more details on completing a Hiring Proposal.

NOTE – All steps as listed in the Hiring Guide for Adjunct Faculty must be completed for the hire to be approved.
1. Applicants not selected for the available positions can be left in the pool to be considered at a later date within the annual hiring cycle established by the University.

2. At the end of the hiring cycle, the Department Head moves the unsuccessful applicants to a status of “Application Expired”.

NOTE – Unsuccessful applicants will be required to re-apply for the next hiring cycle. System generated email notifications are sent to the unsuccessful applicants regarding the expired application.
END OF THIS SECTION