Appointment Process
Part Time Instructional Teaching Adjunct

A. **NEW HIRES ONLY**

1. Department Manager provides OHR with candidate name, email, and telephone contact
2. OHR will contact candidate and provide direction to completing hiring package and scheduling an appointment for on-boarding
3. OHR will forward the Department the candidate’s completed Personal Data Form
4. Department obtains the HCM position number from the Dean’s office
5. Department will initiate the ePAF
6. Department prepares and submits applications for Campus ID, CAMS, CUNYFirst, etc.

B. **REHIRES** (when there has been a break in service of at least one year)

1. Department notifies OHR of Adjunct return
2. OHR verifies and validates Adjunct I-9 documents currently on file
3. Adjunct provides OHR with new original I-9 documents if existing documents have expired
4. Department obtains an HCM position number from the Dean’s office
5. Department prepares the ePAF

***Adjunct is considered a NEW HIRE if there is a break in service of more than THREE (3) YEARS

C. **REAPPOINTMENTS** (when there is NO break in service)

1. Department initiates ePAF. The HCM position number will remain the same
2. If there has been a change in rank/title, obtain a new HCM number from the Dean’s office for inclusion on the (reappointment) ePAF
3. **IF THE ADJUNCT IS ON A WORK VISA, THE DEPARTMENT IS TO ENSURE THAT THE ADJUNCT HAS SUBMITTED TO OHR THE PROPER WORK AUTHORIZATION**

D. **ADJUNCT’S IMMEDIATE PRIOR APPOINTMENT AT QUEENS COLLEGE**

1. Adjunct must provide OHR with evidence of their degree and 2 letters of reference (degree and letters must be original documents)

NOTE: Funding for adjuncts requiring work visas is provided by the hiring department.