

Appointment Process  
Part Time Instructional  
(Teaching Adjunct)

A. NEW HIRES ONLY

1. Department should complete the [Hiring Checklist](#)
2. Department Manager provides OHR with candidate name, email, and telephone contact
3. OHR will contact candidate and provide direction to completing hiring package and scheduling an appointment for on-boarding
4. OHR will forward the Department the candidate's completed Personal Data Form
5. Department will initiate the ePAF
6. HCM will be assigned by the Budget Office
7. 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 prepares the ePAF
5. HCM will be assigned by the Budget Office

\*\*\*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, prepare the ePAF and a new HCM will be assigned by the Budget Office
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. Present evidence of degree to department chair
2. Department P&B determines if rank/title change is appropriate
3. Adjunct will provide OHR evidence of their degree
4. Department will initiate the ePAF

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