

PROCEDURES FOR ADJUNCT FACULTY SEARCHES

1. The Provost's Office places generic adjunct faculty ads on the HR website and update annually. All advertisements must contain the statement, "TCU is an EEO/AA Employer. Women and minorities are encouraged to apply."
2. School/department notifies local chapter of appropriate professional organization(s), if such exists.
3. School/department submits the email address and vita of the candidate to the Provost's office.
4. The Provost's office obtains the background check and notifies the school/department when it has been completed. The Provost's office will obtain a TCU I.D. number for the new adjunct and forward it to the department.
5. School/department submits an adjunct faculty recommendation either using the electronic recommendation process (preferred), or (b) a letter of recommendation, to the Dean for approval. Upon approval by the Dean, the recommendation is forwarded to the Provost. The Provost issues a contract to the adjunct faculty candidate.

Provost/11/2005
Revised 11/2009