**Job Requisition Form**

**ADJUNCT FACULTY POSITIONS ONLY**

**Adjunct Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dept:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hiring Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\*All sections must be filled out to be considered!*

**Position Description:** (Provide a summary of adjunct position, must include any education, experience, or licensing requirements so this can be officially posted on the job opening.) *Include additional attachment for job posting with all of the necessary information needed, email to hr@daemen.edu to post with the approved/signed Adjunct form.*

**Course(s) to be taught** (include course name, and course description):

**Term Start:** \_\_\_\_\_\_\_\_\_ **Term End:** \_\_\_\_\_\_\_\_\_\_

**Recruitment Instructions:**

\_\_\_\_\_ Post on Daemen Site Only\* \_\_\_\_\_\_ Send onboarding link to candidate below

*(required even if you have someone already in mind to hire)*

\_\_\_\_\_ Post externally and on Daemen \_\_\_\_\_\_ Continuous Recruitment Y/N? *(will only be good for one academic year)*

**Send link to onboard specific candidate I have hired:** *(Only if you have a candidate in mind to be hired)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Full Legal Name Email Address to Contact Them

**Mandatory Financial Information:**

**Pay:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Is position budgeted for Y/N:** \_\_\_\_\_\_ **Budget Account #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval:** (Must have signatures from both the Department Chair, Dean, & VPAA Office in order to post/hire)

**Chair**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

**Dean**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

**VPAA Office**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

***Please return completed/signed form to the Office of Employee Engagement \_\_\_\_\_\_\_\_ Date Received***