



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Great Falls College MSU Hiring Process for Lifelong Learning Adjunct Instructors

Anyone interested in teaching for Great Falls College MSU as an adjunct instructor for Lifelong Learning must participate in the hiring process as follows:

1. To begin the hiring process, the applicant must submit the following initial documents:
 - a. Cover letter
 - b. Updated resume
 - c. Three professional references w/ current contact information, including email if available
 - d. Transcripts and/or copies of pertinent certifications (unofficial transcripts okay until hired)
 - e. Background Check Authorization form
 - f. Lifelong Learning Course Development form
2. Upon document review and approval, applicant will be set up for an interview with at least two people from the department.
3. If the interviewers decide to recommend the applicant for hire, reference checks will be completed (two minimum).
4. Applicant will either be recommended or not recommended for hire based on their qualifications, interview and references.
5. If recommended, documents go for approval by the Director of Lifelong and the Associate Dean/CAO.
6. Once approved, the background check will be completed by Human Resources.
7. Barring anything negative on the background check, the Division will be notified of the approval for hire and they will send the new employee payroll packet out to the applicant – usually by email.
8. Payroll packet is completed and submitted by applicant along with required supporting identification documents (and official transcripts, if applicable).
9. Once the adjunct is hired, they will be scheduled for classes as they become available and will receive a Letter of Appointment, (a contract for teaching), with all of the information about their pay, the dates, times and details of classes, etc. This must be signed by the adjunct and the entire document returned as soon as possible to the Assistant to the Associate Dean. If a signed Letter of Appointment (LOA) is not returned, the instructor cannot be assigned to their class(es) or be paid by Great Falls College MSU.
10. The instructor will be emailed a syllabus (course outline) template and asked to complete and submit a syllabus for each class they will be teaching.
11. The instructor will be asked for a picture, .jpg preferred, along with a short, two- or three-sentence bio for the website.