2025 Adjunct or Aﬃliate Faculty Screening & Approval for Hire Form

#  Applicant Name: Click or tap here to enter text. Division: Click or tap here to enter text.

#  Phone Number: Click or tap here to enter text. Department: Click or tap here to enter text.

#  Email: Click or tap here to enter text. Supervisor: Click or tap here to enter text.

 **Access Date:** Click or tap here to enter text. **Start Date:** Click or tap here to enter text.

**Choose one:** [ ]  Adjunct [ ]  Aﬃliate Faculty (Concurrent Dual Credit)

 [ ]  Clinical Teaching Assistant [ ]  Non-Credit

**Review of Application Materials:** (please check if new or if docs already on ﬁle; scan & upload w/ this form)

[ ]  Cover Letter [ ]  Resume [ ]  Oﬃcial Transcripts [ ]  Unoﬃcial Transcripts [ ]  Certiﬁcations (if applicable): Click or tap here to enter text.

Will this applicant need licensure to teach dual enrollment courses? [ ]  Yes [ ]  No [ ]  Holds a current Montana teaching license Class: [ ]  1 [ ]  2 [ ]  4 [ ]  8

Subject(s): Click or tap here to enter text. Folio ID: Click or tap here to enter text.

[ ]  Appropriate degree/credits/certiﬁcation w/in Board of Regents policy & applicable Program Accreditation Standards

Materials reviewed by:

Prog Dir./Dept. Chair/Division Dir Signature Date

**Interview & Reference Checks:** (must be conducted with 2 people; scan & upload documentation w/ this form. If the primary employer is an industry partner, a formal interview & reference check are not required.)

Interviewed by: Click or tap here to enter text. Date: Click or tap here to enter text.

References checked by: Click or tap here to enter text. Date: Click or tap here to enter text.

Does this applicant teach for any other Montana University System school? [ ]  Yes [ ]  No

If yes; indicate number of credits (if known): Click or tap here to enter text.

# Recommendation to Hire: [ ]  Yes [ ]  No Please check one below.

[ ]  Meets requirements but not recommended for hire. (List reasons on a separate document or on the back of this sheet) [ ]  Meets requirement but not hiring currently; please keep on ﬁle in Adjunct Pool for future needs. (Return to HR)

[ ]  Meets requirements; recommend hiring.

Semester/Date & Year: Click or tap here to enter text. Course(s): Click or tap here to enter text.

Day/Time: Click or tap here to enter text.

Will this applicant be: [ ]  Employee OR [ ]  Independent Contractor Index #: Click or tap here to enter text.

Additional Notes: Click or tap here to enter text.

Division Director Signature Date

# Approved for Hire:

[ ]  **YES** [ ]  **NO**

Executive Director of Instruction Date