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