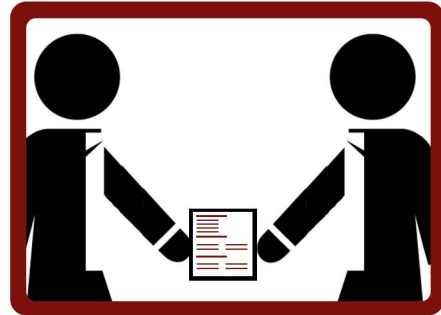


Adjunct Faculty Appointment Process

IUSM uses an online application, routing and approval system to appoint adjunct faculty. This system provides more consistent information to department chairs and campus directors, eases the administrative burden, and reduces the length of time it takes to process these appointments.

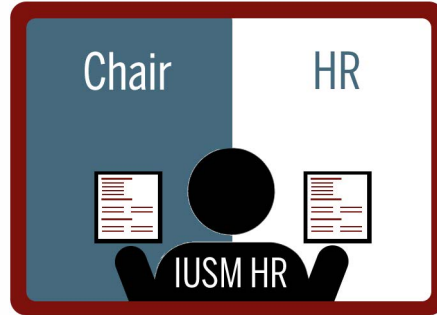


Step 1: Recruit & Submit

Applicants are invited by their clerkship or campus to submit an online Personal Profile Form (PPF) where the applicant provides standard demographic and other pertinent information.

Typical Delays:

- Incomplete information



Step 2: Routing

HR Unit Admin confirms the application is complete and routes the PPF to the appropriate academic department for chair approval.

Typical Delays:

- HR is reviewing the application
- Applicant fails to complete and submit the application



Step 3: Department Approval

The department chair or designee reviews the PPF and approves or disapproves the appointment. A disapproval requires a note of explanation. The department has up to 30 days to approve.

Typical Delays:

- Chair/designee is reviewing credentials
- Missed e-mail



Step 4: Upon Approval

Once the department approves, an email notification alerts the HR representative to begin the eDoc process necessary to appoint adjunct faculty. The representative will contact the applicant if additional information is needed.

Typical Delays:

- Difficulty contacting applicant
- Processing eDoc can take time due to priority processing system.



Step 5: IUSM Approval

Faculty Affairs approves and routes the eDoc to the university for final approval. A welcome letter is sent to the new faculty member within about a month of appointment.



Automated Email sent through online PPF system



Email sent to acadadm@iu.edu for eDoc processing

Questions? Contact Melody Braun
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