A logo of a river

Description automatically generated**Adjunct or Affiliate Faculty**

**Screening & Approval for Hire Form**

**Applicant Name:**       **Division:**       **Department:**

**Phone Number:**       **Email:**       **Start Date:**

Choose one:  Adjunct hire  Affiliate Faculty (Concurrent Dual 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):

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):       Folio ID:

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

Materials reviewed by:

Division Director Signature Date

**Interview & Reference Checks:** (must be conducted with 2 people; scan & upload documentation w/ this form)

Interviewed by:       Date:

References checked by:       Date:

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

If yes; indicate number of credits (if known):

**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.

Will this applicant be teaching courses for credit?  Yes  No

Semester/Date & Year:       Course(s):       Day/Time:

Will this applicant be:  Employee OR  Independent Contractor Index #:

Additional Notes:

Division Director Signature Date

**Approved for Hire:**

**YES**  **NO**

Executive Director of Instruction Date