**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