**04 Adjunct Faculty and Credentialed Course Instructor Hiring Process Checklist**

* **Identify Need** to Hire Credentialed Course Instructor (CCI).
* Open requisition or use an existing requisition in UAB PeopleAdmin.
* **Submit requisition** into workflow for approval.
* Hiring Manager receives an email from UAB PeopleAdmin when requisition is approved.
* Give **“Quick Link”** from the requisition to the CCI candidate, so that they can applyfor the position.
* Move application to **RECOMMEND FOR HIRE**, then
* Complete and **submit the Hiring Proposal with the CCI Offer Letter attached**.

[CAS Department Admins:  please see the Dean’s Office for the CCI offer letter process].

* When the Hiring Proposal is approved, you receive an email to **EXTEND OFFER**,
* The CCI accepts the offer. Move the Hiring Proposal to **OFFER ACCEPTED**.
* Complete and Submit an ACT Document to Hire, REHIRE, OR CREATE AN ADDITONAL ASSIGNMENT (if CCI is a current staff employee).
* Onboard your CCI or 04 Adjunct Faculty.