

COLLEGE OF LIBERAL ARTS POLICY

References for Adjunct Faculty

The College of Liberal Arts requires reference checks on all part-time faculty hires.

The following criteria relate to this policy:

- 1. A reference check is required for the hiring of all part-time faculty.**
- 2. The minimum requirement is contact with the candidate's most recent supervisor.**
- 3. The reference check should be made by the department chair or program director and recorded as a written document.**
- 4. Reference check forms are accessible on the Liberal Arts website.**
- 5. The Dean's Office must have a copy of the written reference report prior to preparing a contract request.**
- 6. A copy of the reference check will be kept in the faculty member's personnel file.**
- 7. Continuing part-time faculty who have a reference check in their file will not need further reference checks unless requested by the provost, dean, human resources director, or department chair.**