

Hiring and onboarding of lecturer faculty in College of Liberal Arts

Department chair or Course Director of faculty proposed for hiring in a lecturer position provides the following information to the college Senior Administrative Associate.

<p><i>To be considered for hire, adjunct professors <u>must provide</u>:</i></p> <ul style="list-style-type: none"> • Completed application form in PageUp • CV/resume (usually attached to application) • 2-3 documented references • Official transcript sent to attention of Del Doughty, ddoughty1@usi.edu, dean, College of Liberal Arts • Lecturer Qualification Documentation completed for dean's signature <p><u>Recommended:</u></p> <ul style="list-style-type: none"> • Letter of interest 	Check list for packet sent to dean's office
Application created in PageUp (see senior administrative associate if assistance with posting is required)	
Current CV or resume downloaded/printed from posting	
Original notes from references contacts	
Official transcript sent to the attention of: Del Doughty, Dean By email: ddoughty1@usi.edu By postal mail: University of Southern Indiana, College of Liberal Arts – 3005, 8600 University Boulevard, Evansville, IN 47712	
Lecturer Qualification Documentation form prepared, signed by chair, ready for dean's signature	
Dean's office to send out new hire paperwork to include updated Tax Packet, I-9 verification form, sample forms, and direct deposit form	

All lecturers must comply with faculty qualifications and tested experience guidelines established by the Higher Learning Commission. Lecturers faculty are paid in accordance with their highest degree earned and experience level based on rates provided by the Provost office.