1. TPT Faculty are non-benefitted, “adjunct” faculty who are hired each semester on a course by course basis.
2. To have professor listed on the course schedule as the instructor of record, email CCAS Course Specialist (ccsched@gwu.edu) the professor’s GWID and all relevant course information. Instructor must be linked to the course in order to submit the electronic hire form.
3. If a professor is teaching more than one course per semester, as a new TPT you may put all the courses on the manual Employee Hire form, but if s/he is a returning TPT, you must complete one electronic hire form per course. Key information needed for the hire form: effective and end dates, position #, CRN #, natural account (51123 Fall/Spring, 51131 Summer) etc. Each faculty (new or reappointed with a 13-month service gap) must undergo background screening. To request a screening, email facultybg@gwu.edu indicating the TPT’s school, dept., name, title, email address and start date.
4. See the New Faculty “Getting Started” Memo Template on the Columbian Finance website for next steps to onboarding new faculty.

For more information, please see Section 3 of the CCAS Staff Manual and Resource Guide.