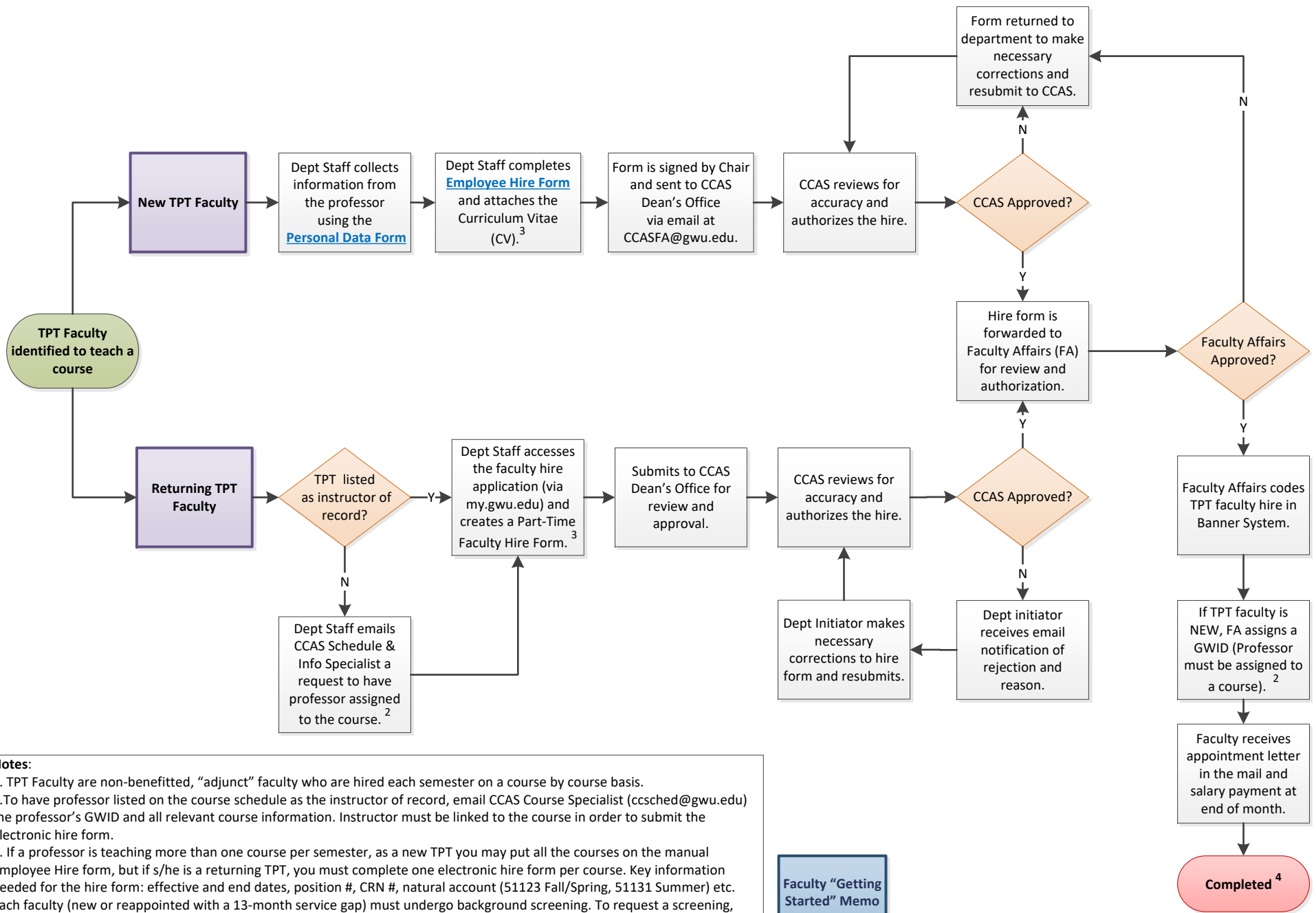


Temporary Part-Time (TPT) Faculty Hire Process ¹



Notes:

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.

Faculty "Getting Started" Memo