

GUIDE FOR HIRING ADJUNCTS AND PART-TIME INSTRUCTORS

Part-time Employee Types	Conditions	PCN (Pooled)/Eclass (Employee class)	Pclass (Position class)	Offer Pay Basis	Offer Grid? 1.Credit Hours 2.Hours per Week <i><u>Enter one or the other – never both.</u></i>	Titles in Offer Grid drop down	eOffer Letter Template Name Begins With:	Launch Onboarding? (For Parking)
Non-Credit or Continuing Education Instructors	Teaching non-credit courses. Are in Destiny One.	Begins with N/ Eclass 56	FCE01	Hourly	1.Credit Hours= 0 2. Hours per Week leave blank	Non-Credit Instructor	Non-Credit	No
Non-Credit Artist- in-Residence	Teaching non-credit courses. Are in Destiny One. Boyer positions only.	Begins with N/ Eclass 57	FAD01	Hourly	1.Credit Hours= 0 2. Hours per Week leave blank	Non-Credit Artist-in-Residence	Non-Credit	No
ESL Instructor	Teaching non-credit courses. Are in Destiny One.	Begins with E/ Eclass 54	OG034	Hourly	1.Credit Hours= 0 2. Hours per Week leave blank	ESL Instructor	ESL	No
Adjunct Artist-in-Residence	Teaching for credit courses. Not in Destiny One.	Begins with M/ Eclass 64	FAM01	Monthly	1.Credit Hours = 0 2. Select Hours per Week	Artist-in-Residence	Boyer	Yes
Adjuncts	Instructors of record and lab instructors for credit courses. Not in Destiny One. Not TAUP-Eligible Clinical Adjuncts. Not TAUP-Eligible Research Adjuncts.	Begins with A/ Eclasses: 64-TAUP Eligible 73-Law 88-Dental 93-Podiatry	(TAUP Eligible) FAD00, (Law) FADLO, (Dental) FADD0, (Podiatry) FADPO	Monthly	1.Enter Credit Hours 2. Hours per Week leave blank.	*Adjunct Assistant Professor *Adjunct Associate Professor *Adjunct Instructor *Adjunct Professor	Name of School/College	Yes

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Clinical Adjuncts	Instructors of record or clinical instructors for credit courses. Not in Destiny One. Not TAUP-Eligible Research Adjuncts. TAUP-Eligible Clinical Adjuncts only. Not Dental, Law or Podiatry School Clinical Adjuncts.	Begins with C/ Eclass 64	FAC01	Monthly	1.Credit Hours = 0 2. Select Hours per Week	*Adjunct Clinical Assistant Professor *Adjunct Clinical Associate Professor *Adjunct Clinical Instructor *Adjunct Clinical Professor	Name of School/College	Yes
Research Adjuncts	Not in Destiny One. Not TAUP-Eligible Clinical Adjuncts. Not Dental, Law or Podiatry School Research Adjuncts.	Begins with L/ Eclass 64	FAL01	Monthly	1.Credit Hours = 0 2. Select Hours per Week	*Adjunct Research Assistant Professor *Adjunct Research Associate Professor *Adjunct Research Professor	Name of School/College	Yes
Educational Support Professionals	Not Instructors of Record or lab or clinical instructors for credit courses. Not in Destiny One.	Begins with B/ Eclass 58	FAB01	Monthly	1.Credit Hours = 0 2.Select Hours per Week	*Accompanist *Classroom Support Specialist *Course Design Specialist *Internship/Field Supervisor	Ed Support	Yes