

Adjunct Appointments in PeopleAdmin Q & A's

1. What should I do in order to advertise multiple positions with the same description?
 - a. Create one position description to be routed for approval.
 - i. In the Comments field, you should indicate how many positions you are planning to fill.
 - b. Next create multiple position descriptions like the first one; however, you will not route it for approval but save without submitting.
 - i. Email the Office of Academic Budgets and Administration and Human Resources the actions numbers.
 - ii. The Office of Academic Budgets and Administration will assign position numbers to the descriptions in the Comments field.
 - iii. The Office of Human Resources will create the positions in Banner and will post the advertisement.
2. Why can't I find an advertisement for adjuncts on the Provost website or at www.jobs@radford.edu?
 - a. A position description must be submitted by the department and routed for approval in PeopleAdmin in order to advertise adjunct positions.
3. Who should I contact if I have questions about the adjunct appointment/assignment process?
 - a. Contact the Office of Academic Budgets and Administration, phone: 540-831-5261; email: Heather Miano (hmiano@radford.edu) or Connie Phillips (cphillip@radford.edu).
4. If I receive official transcripts for adjuncts, what should I do?
 - a. Forward **all transcripts** to the Office of the Provost, P. O. Box 6910, **Attention: Heather Miano**, Radford University, Radford, VA 24141
5. What are the procedures to hire a retiree?
 - a. The process is the same for posting an advertisement.
 - b. The faculty member will need to make sure that the Provost Office has the most up-to-date transcripts on file. If so, a statement in place of the unofficial transcripts should be attached in place of the transcripts indicating that the transcripts are on file.
6. Where will candidates find a listing of adjunct vacancies?
 - a. Adjunct opportunities will be listed on the Provost's website and at www.jobs@radford.edu.