

## A. When hiring a *new* adjunct, the Department...

- Identifies the new adjunct to be hired and sends an email with the adjunct's name and CV to the Academic Operations Office (AOO) at [newparttimehires@jjay.cuny.edu](mailto:newparttimehires@jjay.cuny.edu).
- Shares model syllabus, sample course syllabi, and faculty handbook with new adjunct.
- Upon request by Academic Operations (see **B** below) submits an eHRAF for the adjunct.
- Once cleared by HR, asks registrar to add adjunct to schedule in CUNYFirst (see **D** below).



## B. Academic Operations Office (AOO) ...

- Issues the initial appointment letter to the adjunct, copying the department contact.
- Once the adjunct returns the letter, AOO connects them to HR for on-boarding, notifies the department to generate the eHRAF, requests that the adjunct be added to the instructor table, and creates a digital personnel folder for the adjunct.



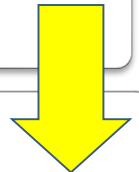
## C. Adjunct must complete all HR paperwork to be cleared

- Assuming no problems with multiple position compliance or work eligibility – HR provides clearance to work, requests JJC email address and EMPL ID for new adjunct.
- Adjunct must *claim* their CUNY First account and JJC email address.
- Adjunct can get a John Jay ID from Public Safety in person in L2.65 NB.



## D. AFTER cleared by HR: Department should...

- Ask the Registrar to add the adjunct to the schedule ([schedule@jjay.cuny.edu](mailto:schedule@jjay.cuny.edu)). Might take 24 hours for system to refresh and adjunct to be added.



## E. Brightspace Access:

- Approximately 24-48 hours *after* the adjunct claims their CUNY First account *and* the Registrar adds them to the schedule and they appear in CUNY First – they should gain Brightspace access to their class(es).
- Once in Brightspace, faculty can participate in training (*Brightspace Resource for Instructors; Effective Online Teaching*). Questions to: [LMS.faculty@jjay.cuny.edu](mailto:LMS.faculty@jjay.cuny.edu).