

Name: _____

Effective Date _____ Position # _____

Dept. Contact _____ Dept. Name/ID _____

Augusta University

Adjunct Faculty Appointment Checklist for Current Staff Employees

Adjunct faculty are non-compensated, but this appointment type is required for all Augusta University administrative faculty/staff members requested to participate in teaching responsibilities (on an as needed/per course basis) and will be compensated via supplemental pay. Academic rank is based on the qualifications of the proposed faculty member. This packet does not include paperwork needed for onboarding.

To be completed by Hiring Department: Section A(required) and B (if applicable) To be completed by Human Resources: Section C

Section A- Required for all faculty appointments:

	SmartHR Transaction and Supplemental Pay Epar- Department must submit SmartHR transaction to add USG Affiliate. Supplemental Pay epar should also be submitted with detailed payment information.
	Adjunct Faculty Appointment Letter with signed acceptance outlining expected supplemental pay
	Curriculum Vitae (CV)
	Original Transcripts for All Degrees- Original transcripts are required in all cases for all degrees and related coursework (Bachelor's level and above; Associate's not required). If degrees are from an institution outside of the U.S., transcripts must be evaluated by a credentialing agency, and an original copy of the evaluation must be submitted.

Section B- Required for faculty being appointed with clinical/patient care responsibilities (in addition to Section A):

	Professional GA Licensure —printed copy of Georgia Composite Medical Board/GA Professional Licensure website verification (primary source verification)
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Section C- For HR use only Recruiter name _____ Coordinator name _____

Position Management

- ☐ Official title matches offer letter
- ☐ Job Code has correct characters
- ☐ Paygroup is 12N

Onboarding (if applicable)

- ☐ All applicable sections of checklist complete
- ☐ Verify SmartHR transaction has been submitted
- ☐ Verify Supplemental Pay epar has been submitted

Notes: