

Steps to Hire Adjuncts

BY FOLLOWING THESE STEPS, MTSU WILL BE IN COMPLIANCE WITH FERPA* AND FEDERAL I-9 LAWS:

1. Submit adjunct through **HR Hiring Verification Workflow** – Adjuncts will receive an email indicating what items they must complete with Human Resources.

All non-benefited employees (i.e. adjuncts, temp. hourly, student help, graduate assistants) must be submitted through the HR Hiring Verification Workflow. HR will verify if the adjunct has a current I-9, W-4, and direct deposit; and, if required, will notify the department when the adjunct has completed the paperwork and can start work. Adjuncts are not permitted to start teaching until HR has emailed the department stating he/she has all the necessary employment (I-9, W-4, direct deposit) documents to be hired. **Departments should not submit an EPAF contract until they have received confirmation from HR that the employee is eligible to work.**

2. Submit the [Electronic Background Check Request form](#).

All Adjuncts and Dual Service Adjuncts must undergo a background check. The Electronic Background Check Request form completed by the department should be emailed to Allyson.Baugh@mtsu.edu.

3. Submit an **EPAF** with a comment listing the course(s) and credit hours the adjunct will teach.

The pay rate is \$800 per workload unit/credit hour for all adjuncts, extra compensation, and faculty overload pay. Exceptions to the \$800 per credit hour require approval of the President.

Adjunct pay is calculated by multiplying the workload unit/credit hours taught by the approved credit hour rate of pay (Annual Salary on the EPAF) and divided by 4 pays (Monthly Salary on the EPAF). For Accelerated term classes (A1 and A2 term), the annual salary is divided by 2 pays.

EPAF Job Begin/End Dates:

Fall semester: 9/1 - 12/31, 4 payments (position # ends in -870)

Fall A1 term: 9/1-10/31, 2 payments (position # ends in -867)

Fall A2 term: 11/1-12/31, 2 payments (position # ends in -867)

Spring semester: 2/1 - 5/31, 4 payments (position # ends in -870)

Spring A1 term: 2/1-3/31, 2 payments (position # ends in -867)

Spring A2 term: 4/1-5/31, 2 payments ((position # ends in -867)

***WITHIN 30 DAYS ADJUNCT'S SIGNATURE ON THE EPAF, ADJUNCT SHOULD COMPLETE THE FERPA TUTORIAL AT <https://www.mtsu.edu/resources/ferpa/>**

If you have any problems or questions regarding adjunct EPAFs, contact Belinda Pate in HR, Belinda.Pate@mtsu.edu or 898-5713. Monitor your EPAF history to ensure the adjunct completes their portion.

4. Gather and prepare all [Adjunct Faculty Hiring Checklist](#) items for the Adjunct Hiring packet. Send the complete Adjunct hiring packet to Academic Affairs, CAB 111, via campus mail. Academic Affairs must receive the complete Adjunct hiring packet paper before EPAF will be approved.
5. Once the adjunct has completed their portion of the EPAF contract, submit adjunct through **Activate Part-time Faculty Workflow** to activate them. The first day you can submit this workflow for Fall is August 1, and Spring is January 1. You cannot attach an adjunct to a class unless they are active.
6. Attach the adjunct to courses on **Banner SIAASGN**.
7. Submit the [Adjunct Parking Permit Request](#) if needed. (This form should not be used for full-time employees, graduate assistants, temporary hourly or post-retirees.)

Steps to Rehire Adjuncts

BY FOLLOWING THESE STEPS, MTSU WILL BE IN COMPLIANCE WITH FERPA* AND FEDERAL I-9 LAWS:

1. Check the **Fall 2025 Adjunct List**. If your adjunct is on the list, proceed to step 2. If your adjunct is not on the list or is missing items, contact Allyson Baugh (ext. 5544 or Allyson.baugh@mtsu.edu) to determine what items are needed.
2. Submit adjunct through **HR Hiring Verification Workflow** – Adjuncts will then receive an email indicating what items they must complete with Human Resources.

All non-benefited employees (which includes adjuncts) must be submitted through the HR Hiring Verification Workflow. HR will verify if the adjunct has a current I-9, W-4, and direct deposit; and, if required, will notify the department when the adjunct has completed the paperwork and can start work. Adjuncts are not permitted to start teaching until HR has emailed the department stating he/she has all the necessary employment (I-9, W-4, direct deposit) documents to be hired. **Departments should not submit an EPAF contract until they receive confirmation from HR that the employee is eligible to work.**

3. Submit an **EPAF** with a comment listing the course(s) and credit hours the adjunct will teach.

The pay rate is \$800 per workload unit/credit hour for all adjuncts, extra compensation, and faculty overload pay. Exceptions to the \$800 per credit hour require approval of the President.

Adjunct pay is calculated by multiplying the workload unit/credit hours taught by the approved credit hour rate of pay (Annual Salary on the EPAF) and divided by 4 pays (Monthly Salary on the EPAF). For Accelerated term classes (A1 and A2 terms), the annual salary is divided by 2 pays.

EPAF Job Begin/End Dates:

Fall semester: 9/1 - 12/31, 4 payments (position # ends in -870)

Fall A1 term: 9/1-10/31, 2 payments (position # ends in -867)

Fall A2 term: 11/1-12/31, 2 payments (position # ends in -867)

Spring semester: 2/1 - 5/31, 4 payments (position # ends in -870)

Spring A1 term: 2/1-3/31, 2 payments (position # ends in -867)

Spring A2 term: 4/1-5/31, 2 payments ((position # ends in -867)

If you have any problems or questions regarding adjunct EPAFs, please contact Belinda Pate in HR, Belinda.Pate@mtsu.edu or 898-5713. Monitor your EPAF history to ensure the adjunct completes their portion.

***WITHIN 30 DAYS ADJUNCT'S SIGNATURE ON THE EPAF, ADJUNCT SHOULD COMPLETE THE FERPA TUTORIAL AT <https://www.mtsu.edu/resources/ferpa/>**

4. Complete an **Academic Preparation Certification (APC) form** and **send the completed APC form to Academic Affairs**, CAB 111, via campus mail. Academic Affairs must receive the APC form before EPAF will be approved.
5. Once the adjunct completes their portion of the EPAF contract, **check Banner SIAINST** to see if they are active on or after August 1 for Fall or January 1 for Spring. Adjuncts who taught the previous semester will automatically be reactivated for 10 days on August 1 for Fall and January 1 for Spring.
 - If active, attach the adjunct in **Banner SIAASGN**.
 - If inactive, submit adjunct through **Activate Part-time Faculty Workflow** to activate them on August 1 for Fall or January 1 for Spring, and then attach them in **Banner SIAASGN**.
6. Submit the **Adjunct Parking Permit Request** if needed. (This form should not be used for full-time employees, graduate assistants, temporary hourly, or post-retirees.)

Steps to Hire MTSU Staff Teaching for Extra Comp

1. Gather and prepare items from the [Adjunct Hiring Checklist](#) for the **Adjunct Hiring packet**, including the [Academic Preparation Certification \(APC\) form](#), [Personnel Event Form \(PEF\)](#), and [Extra Comp form](#).

Note that the HR Hiring Verification Workflow, Background Check Request form, and EPAF are not submitted for administrators and staff teaching for extra comp since they are already full-time MTSU employees.

Administrators or classified employees are paid extra compensation for teaching via the [PEF](#) and [Extra Comp form](#). The pay rate is \$800 per workload unit/credit hour for all adjuncts, extra compensation for administrator or classified employees, and faculty overload pay. Exceptions to the \$800 per credit hour require approval of the President.

Pay for administrators/classified employees extra comp is calculated by multiplying the workload unit/credit hours taught by the approved pay rate (Annual Salary on the PEF) and divided by 2 pays (Monthly Salary on the PEF).

PEF and Extra Comp form Begin/End Dates: (position number ending -730)

Fall semester: 11/1-12/31, 2 payments Spring semester: 3/1 - 4/30, 2 payments

****If the section(s) meets during the regular workday, the Extra Comp form must include how the class time will be made up.**

2. **Send the complete Adjunct Hiring packet**, including the APC form, PEF, and Extra Comp form, to Academic Affairs, CAB 111, via campus mail.
3. Submit the administrator/classified employee through **Activate Part-time Faculty Workflow** to activate them as teaching for extra comp. The first day you can submit this workflow for Fall is August 1, and Spring is January 1. If they are inactive, you will not be able to attach them in Banner SIAASGN until they are active.
4. Attach the administrators/classified employee to courses on **Banner SIAASGN** on or after August 1 for Fall and January 1 for Spring.

Steps to Rehire MTSU Staff Teaching for Extra Comp

1. Check the **Fall 2025 Adjunct List**. If the administrator or classified employee is on the list, proceed to step 2. If they are not on the list or are missing items, contact Allyson Baugh (Allyson.baugh@mtsu.edu or 898-5544) to determine what items are needed.
2. Prepare an [Academic Preparation Certification form](#), [Personnel Event Form \(PEF\)](#), and [Extra Comp form](#).

Note that the HR Hiring Verification Workflow, Background Check Request form, and EPAF are not submitted for administrators and staff teaching for extra comp since they are already full-time MTSU employees.

Administrators or classified employees are paid extra compensation for teaching via the [Personnel Event Form \(PEF\)](#) and [Extra Comp form](#). The pay rate is \$800 per workload unit/credit hour for all adjuncts, extra compensation for administrator or classified employees, and faculty overload pay. Exceptions to the \$800 per credit hour require approval of the President.

Pay for administrators/classified employees' extra comp is calculated by multiplying the workload unit/credit hours taught by the approved pay rate (Annual Salary on the PEF) and dividing by 2 pays (Monthly Salary on the PEF).

PEF and Extra Comp form Begin/End Dates: (position number ending -730)

Fall semester: 11/1-12/31, 2 payments Spring semester: 3/1 - 4/30, 2 payments

****If any teaching activities occur during the regular workday, the Extra Comp form must include how the staff member will make up that time from their regular workday.**

3. **Send the Academic Preparation Certification form, PEF, and Extra Comp form** to Academic Affairs, CAB 111, via campus mail.
4. On or after August 1 for Fall or January 1 for Spring, **check Banner SIAINST** to see if the administrators/classified employee is active for the upcoming semester. Administrators/classified employees who taught the previous semester will automatically be reactivated for 10 days on August 1 for Fall and January 1 for Spring.
 - If active, attach the administrators/classified employee in **Banner SIAASGN**.
 - If inactive, submit administrator or classified employee through **Activate Part-time Faculty Workflow** to activate them on August 1 for Fall or January 1 for Spring, and then attach in **Banner SIAASGN**.

Steps to a Dual Service Adjunct

BY FOLLOWING THESE STEPS, MTSU WILL BE IN COMPLIANCE WITH FERPA* AND FEDERAL I-9 LAWS:

1. Once you confirm that the adjunct is a full-time, benefitted employee at another state agency or institution, see the Dual Service Agreement- Instructions found at <https://contract.mtsu.edu/forms/>.

If you have any questions about the dual service contract process, please contact Sherry Preston (sherry.preston@mtsu.edu) for assistance.

The Base Amount for the Dual Services contract template is calculated by multiplying the unit/credit hours taught by the approved credit hour rate of pay. The pay rate is \$800 per workload unit/credit hour for all adjuncts, extra compensation, and faculty overload pay. Exceptions to the \$800 per credit hour require approval of the President.

2. Submit the [Electronic Background Check Request form](#).

All Adjuncts and Dual Service Adjuncts must undergo a background check. The Electronic Background Check Request form completed by the department should be emailed to Allyson.Baugh@mtsu.edu.

***WITHIN 30 DAYS ADJUNCT'S SIGNATURE ON THE EPAF, ADJUNCT SHOULD COMPLETE THE FERPA TUTORIAL AT <https://www.mtsu.edu/resources/ferpa/>**

3. Gather and prepare all [Adjunct Faculty Hiring Checklist](#) items for the Adjunct Hiring packet. Send the complete Adjunct hiring packet to Academic Affairs, CAB 111, via campus mail. Academic Affairs must receive the complete Adjunct hiring packet for dual service adjuncts.

Since the dual service adjunct is paid through the dual service contract through their employer, the HR Hiring Verification Workflow and EPAF are not used. These can be marked as 'not applicable' on the hiring checklist.

4. Submit the dual service adjunct through **Activate Part-time Faculty Workflow** to activate them as a dual service adjunct. The first day you can submit this workflow for Fall is August 1, and Spring is January 1. You cannot attach an adjunct to a class unless they are active.
5. Attach the dual service adjunct to courses on **Banner SIAASGN**.
6. Submit the [Adjunct Parking Permit Request](#) if needed. (This form should not be used for full-time employees, graduate assistants, temporary hourly or post-retirees.)