

Hiring Process for Adjunct Instructors

1. **File Contents:**

- ❖ Job application
- ❖ Resume
- ❖ Copy of degree and professional credentials
- ❖ Copy of proof of graduate studies
- ❖ Copy of proof of other studies made
- ❖ Working experience letter (at least 3 years back)
- ❖ Teaching experience letter (accumulated in their teaching life-time)
- ❖ Copy of TOEFL test results (when applicable)
- ❖ Two letters of recommendation
- ❖ 1 photo, i.d size
- ❖ Copy of IMSS registration sheet (when applicable)
- ❖ Copy of birth certificate
- ❖ Copy of proof of residence
- ❖ Copy of picture i.d.

Observations: _____

2. **Notification for Hiring Adjunct Instructors and Instructor's Categorization Sheet (FRH11 format attached)**

The Colleges and Departments involved are committed to:

RE-ENTRANCE Instructors:

- This information is uploaded to the Instructors' System, and Human Resources will do the printing and payroll registration.
- The report is then delivered to each Dean of College for its revision and approval.
- Ideally, this information should reach Human Resources a week before starting classes.

NEW Instructors:

- The Dean of College or Coordinator must integrate the file with all the requested documentation.
- Request Human Resources a payroll assignment number for the instructor.
- Elaborate the FRH11 through the Instructors' System
- Notify Human Resources to proceed with the printing and generation of the contract, and the registration to IMSS and the Payroll.
- At the end, it is integrated to the instructors' general report for revision and approval.
- Ideally, this information should reach Human Resources a week before starting classes.

3. **Human Resources will make:**

- Contracts

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- Registration to IMSS
- Registration in the payroll system

When the department receives the before mentioned documentation, they will make the contracts for adjunct instructors, in the first period's payroll, the contract's signatures are gathered and the FRH11 on the teacher's side.

4. Delivery of Contracts signed by Adjunct Instructors.

With this, the Hiring Process for Adjunct Instructors is concluded, by having the contract signed and the file complete, as well as the corresponding registration to the Social Security and Payroll the same day classes start.