

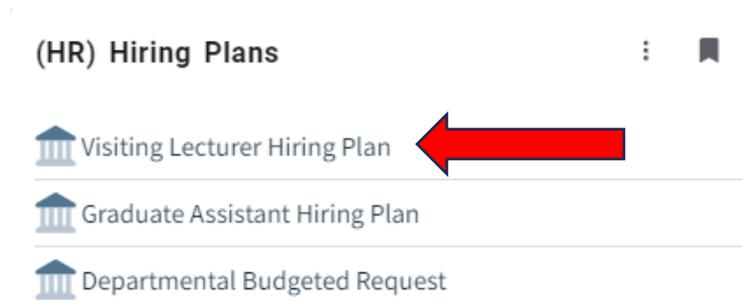
Dynamic Forms Instructions:  
**Letter of Intent to Employ  
Visiting Lecturer or Staff Overload**

The steps below outline the process for hiring new and returning visiting lecturers (VLs) and unclassified administrative staff who are hired in adjunct positions (i.e., staff teaching overload, or staff OL). This is **not** the process for faculty overload.

The Letter of Intent to Employ (VL/Staff OL) form is in Dynamic Forms and will replace the previous Approval for Temporary Appointment, Letter of Appointment, and English Fluency Certification forms.

**Step 1**

Go to the MyMcNeese Portal card (HR) Hiring Plans and click on Visiting Lecturer Hiring Plan. This will take you to the Visiting Lecturer and Staff Overload Hiring webpage.



**Step 2**

Review the information on the Visiting Lecturer and Staff Overload Hiring webpage carefully. Click on the link to jump to the relevant section.

The University complies with the University of Louisiana System Board of Supervisors Policy and Procedure [FS.III.II.B.C.D-1](#).

The steps below outline the process for hiring new and returning visiting lecturers (VLs) and unclassified administrative staff who are hired in adjunct positions (i.e., staff teaching overload). This is **not** the process for faculty overload.

The hiring department must review the following policies prior to beginning either process:

- [Assessment and Certification of Faculty English Proficiency Policy](#)
- [Faculty Appointments Policy](#)
- [Faculty Credentialing Policy](#)

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Click the links below to jump to the relevant section:

- [New Visiting Lecturers \(or One Year Since Last Appointment\)](#)
  - [Returning Visiting Lecturers or Staff Teaching Overload](#)
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### **Step 3**

Read the relevant section and complete all tasks associated with hiring the appointee. To start the Letter of Intent to Employ form, click on the link in the relevant section:

4. The preparer will fill out the [Letter of Intent to Employ \(VL/Staff OL\)](#) form in Dynamic Forms.
  - The preparer must attach a current CV or resume to the Letter of Intent to Employ form prior to
  - After the preparer completes, signs, and submits the form, it will route to the Department Head Appointee.
  - Once this process is complete, HR will process the form.
  - If there are ANY CHANGES to be made, the department must notify HR immediately so the form can be reprocessed. The form must be revised and rerouted for all signatures before reprocessing.

OR

## **Returning Visiting Lecturers or Staff Teaching Overload**

1. The preparer will fill out the [Letter of Intent to Employ \(VL/Staff OL\)](#) form in Dynamic Forms.
  - After the preparer completes, signs, and submits the form, it will route to the Department Head > Dear Appointee.
  - Once this process is complete, HR will process the form.
  - If there are ANY CHANGES to be made, the department must notify HR immediately so the form can be reprocessed. The form must be revised and rerouted for all signatures before reprocessing.

### **Step 4**

The preparer will enter all required information on the form and submit it for the department head's approval.

1. The Date of Request and Preparer's Name fields will auto-populate from single sign-on.
2. In the Appointment section, select your department and the term/year in which the appointee will be teaching.
3. In the Appointee Information section:
  - a. Complete all required fields (marked with an \*). Additional form fields may appear based on your selections.
  - b. If this is a new appointee who has never taught at McNeese before, the department must attach a current CV/resumé for the appointee and notify them of the following:
    - i. The appointee must request that official transcripts from each university attended be submitted directly to the Office of Human Resources and Student Employment at [humanresources@mcneese.edu](mailto:humanresources@mcneese.edu) or Box 91615, Lake Charles, LA 70609.
    - ii. The appointee must respond to an email requesting information to begin a pre-employment Background Search.
    - iii. The appointee must respond to requests through NEOGOV for the completion of an Employee Information Form and submission of required documents.

- c. If this is a returning appointee who has not taught at McNeese in over a year, the department must email a current CV/resumé for the appointee to the Office of Human Resources and Student Employment at [humanresources@mcneese.edu](mailto:humanresources@mcneese.edu).
- d. In the Highest Degree in Discipline Which Will be Taught field, you must spell out the degree designation (i.e., Master of Science). **Do not abbreviate.**
- e. In the Course(s) this Appointee Will Instruct table:
  - i. Fill in the information for the course (note that the CRN and section are not required, but please enter them if known).
  - ii. To add another course, check the box in the Add Row column.
  - iii. To remove a course, uncheck the Add Row box on the row above the course you want to remove.
- f. In the “Specific Graduate Courses Completed or Other Appropriate Qualifications...” table (*only appears if the appointee has not previously taught the courses listed in the Course(s) this Appointee Will Instruct table*):
  - i. List the specific graduate courses the appointee has completed that qualify them to teach the course(s) listed in the Course(s) this Appointee Will Instruct table.
  - ii. If applicable, attach a justification matrix, licensure/certification documents, and any other supporting documents to the respective field.
- g. On the Preparer Signature line, click to sign the form and then scroll all the way to the bottom of the form and click the **Submit Form** button.

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HR Decision: \*

Human Resources Comments:



***If you need to make ANY CHANGES after you submit the form, you must email Lauren Morrot ([lmorrot@mcneese.edu](mailto:lmorrot@mcneese.edu)) to request that she return the form for revisions.***

**Step 5**

After the preparer submits the form, the department head will receive an email requesting their review and certification of English proficiency. The department head will complete their section, sign, and then scroll all the way to the bottom of the form and click the **Submit Form** button to send it on to the dean.

*If you need to return this form to the preparer for corrections, **do not sign**; scroll to the bottom of the form and click the **Return for Revisions** button. On the next page, select the preparer from the dropdown menu of participants, enter a subject for the notification email, and explain in the body of the notification email what revisions need to be made.*

**Step 6**

After the department head submits the form, the dean will receive an email requesting their review and signature. The dean will complete their section, sign, and then scroll all the way to the bottom of the form and click the **Submit Form** button to send it on to either Human Resources (for new appointees) or the SACSCOC liaison (for returning appointees).

If you need to return this form to the preparer for corrections, **do not sign**; scroll to the bottom of the form and click the **Return for Revisions** button. On the next page, select the preparer from the dropdown menu of participants, enter a subject for the notification email, and explain in the body of the notification email what revisions need to be made.

### **Step 7**

If the form is for a new appointee and is sent to Human Resources, the form will not proceed in the workflow until Human Resources has received all official transcripts, a clear result report from the Background Search process, and has set the appointee up in Banner.

Once Human Resources signs off on new appointees or the dean approves the form for returning appointees, the form goes to the SACSCOC liaison for review. Once the SACSCOC liaison verifies the appointee's qualifications to teach the course(s) listed on the form, the SACSCOC liaison will sign and submit the form to the appointee for their review and signature.

### **Step 8**

After the SACSCOC liaison submits the form, the appointee will receive an email requesting their review and signature. There will be two links in the notification email to the appointee:

- If the appointee has an existing McNeese account, they will click the link to log in with their McNeese credentials to sign the form.
- If this is a completely new appointee that does not yet have McNeese credentials, they will click the second link and will need to click the **Create an Account** button on the Dynamic Forms login page.

### **Step 9**

Once the appointee signs the form, it will be sent to Human Resources for processing. After Human Resources process the form, the preparer will receive a notification from Dynamic Forms, at which point they can assign the appointee in Banner to the course section(s) they were approved to teach. Human Resources will also reach out to the appointee to begin onboarding.

### **NOTE:**

All pending and draft forms are maintained in Dynamic Forms. To access old forms, go to the MyMcNeese Portal, locate the Employee Tenants portal card, and click the link to Dynamic Forms.

