



SPRING HILL COLLEGE

Hiring Information for New Adjuncts:

1. Send in the attached Background Check Consent form. Fully complete all of Page 1, 7 years of information must be completed, have a witness also sign and date it, and return to the Human Resources office, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608 or email hr@shc.edu. 251-380-4185.
2. Send CV, completed Personal Data Form (from attached pdf), and official transcripts for all graduate work to Spring Hill College, Director of Operations, Office of the Provost, 4000 Dauphin St, Mobile, AL 36608
 - a. Contract will then be issued and mailed to adjunct.
3. Complete payroll paperwork in the attached packet, and send to hr@shc.edu.
 - a. Must print out and complete the attached New Hire Form for Faculty/Staff.
 - b. Must bring appropriate ID (see attached pdf) to Human Resources, Rm. 126, Barter Student Center.
 - c. You will then be assigned a log-in name for email and BadgerWeb. IT (Help Desk, 380-2276, helpdesk@shc.edu) will email you instructions for using your SHC log-in and email.

After all of the above is complete:

4. Get an ID card from the Director of Operations-Office of the Provost.
5. If teaching onsite, your supervisor will need to get parking pass from Public Safety for you.
6. Attend orientation by your hiring manager or supervisor and receive an adjunct faculty handbook from Director of Operations-Office of the Provost, academicaffairs@shc.edu