Example of email that Human Resources sends to adjuncts to initiate paperwork process

**From:** Aaron Rutt
**Sent:** Friday, September 30, 2011 1:25 PM
**To:** adjunctemail@mailapp.com
**Cc:** 'hr@csc.edu'
**Subject:** Chadron State College Adjunct Materials

Adjunct Name,

Thank you for agreeing to be an adjunct for Chadron State College.  There are numerous forms that you need to complete so that we may begin the employment process with you.

You may access the employment forms online at [http://www.csc.edu/hr/pt/](https://webmail.csc.edu/owa/redir.aspx?C=188201e2bfa94ff0ac6b6985a1e23640&URL=http%3a%2f%2fwww.csc.edu%2fhr%2fpt%2f) .  Please print and forward completed forms to the CSC Human Resources Office (scan/email to hr@csc.edu or fax to 308-432-6065) as soon as possible.  We especially need to have you return the **Criminal Background Check Form & Computer Account Request** to us immediately.

Besides these employment forms, we will also need to have you forward the following documents to complete your personnel file:

* Official Transcripts ~ Send to hr@csc.edu if available electronically.  If not, your college may mail them to:  Human Resources, Chadron State College, 1000 Main Street, Chadron, NE  69337.

The standard pay for adjuncts is $700/credit hour.  The adjunct appointment is conditional upon adequate course enrollments as well as a satisfactory background check.  I should be sending a contract mid-October for you to sign and return as well.

Please contact the Dean or Department Chair for additional information about your assignment.

We look forward to working with you!  Please let me or Kara Vogt – Director of Human Resources (kvogt@csc.edu), know if you have any questions.

Thanks!

Aaron

**Aaron Rutt**

**Manager - Payroll**

**Chadron State College**

**308.432.6223 (phone)**

**308.432.6065 (fax)**