Hiring Instructional Adjuncts/Overloads

**Timeline**
- Teaching need based on approved course schedule
  - Cost within approved budget?
    - Yes: Chair finds a potential adjunct/overload, discusses general terms.
    - No: Financial Analysis confirms requests are within policy, calculated correctly and compares to budget.
  - No – Teaching Schedule Revised
- Chair reviews and sends letter to Adjunct/Overloads to sign and return directly to Payroll.
- Finance Team confirms budget issue.
  - Yes: Finance Team confirms budget and forwards to Dean
  - No: Payroll creates appointment letters forwards them to Chair.
- Payroll sets up the appointment and payroll. Adds signed letter to edoc (can be after submission).
- Dean approves extra budget?
  - Yes: Dean’s office reviews the appointments and seeks any VPFAA approval.
  - No: Finance Team confirms budget and forwards to Dean
  - Yes: Payroll creates appointment letters forwards them to Chair.

**Team Contacts**
- **Financial Analysis** – Jane M. Lewis (janlewis@indiana.edu)
- **Finance Team** – John Tweedie (jtweedie@indiana.edu) & Jill Piedmont (jpiedmon@indiana.edu)
- **Dean Admin** – Michele Dompke (mdompke@indiana.edu)
- **Payroll** – please email SICEPAY@indiana.edu (for issues contact Jessica Meyer – meyerjes@indiana.edu)
- **HR** – Christi Pike (cpike@indiana.edu)