**Hiring Process for Visiting Social Work Faculty**

**TIMING**

Spring. Start process in early March.

**APPLICATION**

Margaret will set up an application process in Studio Abroad.

Going pay rate for masters and PhD:

MSW adjunct: $12,750

PhDs adjunct: $13,200

**COMMUNICATING DECISION TO CANDIDATE**

* Ann (as site director) or hiring committee chair will notify candidate with informal offer, copy Margaret.
* Margaret will send candidate information to David, copy SWK chair.
* David will follow up with formal hiring procedures.

**HIRING PROCEDURES**

* David sends information to HR for I9 and background check.
* When green-lighted by HR, David revises appointment letter, references with Nate and Natalie, sends to candidate.
* David sends appointment letter to candidate.

**LOGISTICS**

* CEMAL staff will work with candidate on:
	+ Site visit
	+ Travel (Margaret can provide reference for travel agency)
	+ Arrangements in Cuernavaca (housing, Spanish classes, etc.)