USA Process Improvement Committee

Outcome Report

May 28, 2015

Improvement Number: 57

Original Improvement: Adjunct faculty members must fill out an I-9 every year. Is this necessary?

Inquiries and concerns were received by the Process Improvement Committee in the summer of 2014, about the requirement that adjunct faculty members appear in person every August at the beginning of the fall semester at the Payroll Office with their Social Security Card and photo ID or their passport to fill out an I-9 form, even if they had just done so the previous fall. After investigation, it appeared unworkable to simply fill out Section 3 of the I-9 every year upon the rehiring of the faculty member since a large number of sequential tasks would have to be performed by different University departments within a five-day window.

Final Outcome: Various constituencies within the University were consulted and brought together for a meeting in March 2015. It was determined that adjunct faculty would henceforth be offered long-term contracts to keep them employed for lengthier periods. This should remove the necessity of filling out an I-9 every year. The long-term contracts will be rolled out beginning in the fall of 2015 to a portion of the adjunct faculty each year. This prevents all of the contracts from expiring at the same time down the road and causing a large workload for affected offices all at the same time.