



WaveWorks

Faculty, Postdoctoral and Librarian Hiring Process: How to Create and Offer for Adjunct Faculty

WaveWorks Go-Live Training

Hiring Process Overview

- Create a Job Offer
 - Adjunct Faculty
- A separate training video is available with instructions on creating a job offer for full-time faculty.

Agenda



Log in as the Hiring manager and navigate to ‘**My Team**’ then to ‘**Hiring**.’

Navigate to ‘**Requisitions**’ and click on the **number** of Applications.

Job Requisitions



Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Location

Filters

Clear (1)



4 results

+ Create

Sort By Relevance ▼



Requisition Title	Requisition Number	Requisition Status	Applications	Creation Date	Actions	Hiring Manager	Recruiter
Adjunct Assistant Profess	68	Open - Expired	3	11/04/2025	...	Kady Lamb	Tara Robinson
Adjunct Lecturer	233	Approval - Pending	0	01/12/2026	...	Eric Roque	Tara Robinson
Adjunct Lecturer	48	Open - Posted	1	10/29/2025	...	Robert Samuels	Eric Roque
Adjunct Assistant Profess	83	Approval - Pending	0	11/11/2025	...	Robert Samuels	Eric Roque



Once you have selected the perfect candidate, the next step is to create the offer.

Go to the Candidate's name, select the box next to the name and on the far right, click the three Action dots.

Click on '**Create Job Offer.**'

<

Adjunct Lecturer (48)

Faculty and Librarians

Job Applications

Try candidate name, resume keywords, or previous employment

PhaseStateEmployerPositionFilters

View Summary

☐ 1 results

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Rank
☒ ☆	Worthington, Joel	Resume or CV	New, To be Reviewed			
	163008		Prescreening score: 3 out of 3			...
	Madison, WI, US					

Send Text Message

Send Email

Send Message to Team

Request Feedback

Create Job Offer



The offer template will populate. Select **'Offer Team'** and **'Other Compensation'** then click Continue

NOTE: 'Other Compensation' MUST be selected for Adjunct hires where teaching is their primary role.

For SOM faculty, where the Adjunct's primary role is teaching, select 'Other Compensation.'

DO NOT select 'Other Compensation' if their primary role is not teaching.

Create Job Offer

ContinueCancel

What would you like to do while working on this job offer?

☒ Offer Team

☒ Other Compensation



Select the **Start Date**. This will be a 'project' start date pending the background check progress.

Employer is always '**Tulane University**,' and Worker Type is '**Employee**.'

If a candidate is new hire (not a current employee), the Action '**Pending Worker**' will populate.

1 When and Why

*When is the employee start date?

07/01/2026



* Action

Add Pending Worker



*Legal Employer

Tulane University



*Worker Type

Employee



Continue

If the candidate is an **internal employee**, below are the **Action** options:

- Add Assignment
- Assignment Change
- Faculty Position Change
- Flexible Work Arrangement
- Going on Sabbatical
- Leave of Absence
- Phased Retirement
- Promotion
- Renewed Contract
- Return from Leave
- Return from Sabbatical
- Temporary Assignment
- **Transfer**

Please select **TRANSFER** if they are moving departments into a new position.



2 Assignment Info

***Proposed Person Type**

Faculty



***Business Unit**

Tulane University



Position

Adjunct Lecturer



***Job**

Lecturer

Business Title

Adjunct Lecturer

Department

School of Professional Advancement - Adjunct Lecturers

***Location**

Gibson Hall



***Working at Home**

No



Assignment Category

Adjunct Faculty



Continue



The "Hiring Manager" will update to the actual manager of the position according to the position hierarchy.

For anyone to view the Offer, their name **MUST** be added as to the **Offer Team**.

3 Offer Team

Hiring Manager

Robyn Ice Senior Professor of Practice and Program Director

Recruiter

Tara Robinson Talent Acquisition Recruiter II

Add Collaborator Type

Collaborator

- Christa Payne Chief Business Officer ×
- Edna Hoff Executive Assistant III ×
- Eric Roque Department Administrator II ×

[Add Another Collaborator](#)

Continue



In the Payroll drop-down menu select Monthly.

Exempt positions will be paid **Monthly** and do not require a Time Card.

4 Payroll Info

Payroll Frequency

*Payroll

Monthly

Time Card Required for Payroll

No

×

Continue



5 Salary

*Salary Basis

Salaried

Select Components

*Salary Amount

0.00 USD Annually

Next Salary Review Date

mm/dd/yyyy

Annual Salary

USD (FTE 0.4800000000)

New Salary

0.00 USD Annually

Continue

All **exempt** positions are
'Salaried.'

Select **'Salaried'** for Salary
Basis

Skip **'Select Components'**

If hiring an Adjunct whose
primary role is Teaching,
enter **\$0** for salary amount.
Adjunct pay is entered as
'Other Compensation.'



6

Other Compensation

Show Plan Info

*Plan

Adjunct Pay - Teaching

*Option

Select a value

Option

Adjunct Pay S

Adjunct Pay 1

Adjunct Pay 2

Adjunct Pay 3

OK

Cancel

7

Comments and

Select the appropriate plan.

- Adjunct S for a one-time payment;
- Adjunct Pay 1-3 for multiple payments;
- Awards or Bonus

In this example we will submit **Adjunct Pay 1** for multiple payments.



6 Other Compensation

Delete OK Cancel

Plan
Adjunct Pay - Teaching

Option
Adjunct Pay 1

*Start Date

03/15/2026

End Date

☒ Ongoing

*Amount Per Pay Period

2,000.00

*Total Amount

12,000.00

Reason For Pay

Teaching

Comments

ACCN 4140 Advanced Managerial Accounting (3)

Credit Hours

3

Show Plan Info

ACA Hours

9.75

GL Alias

GL213029-CELT SOCIAL INVOATION~791110-Tayl

Cost Center Details

Taylor Center for Social Innovation and Design Thinking

Override Cost Center Program

00000

Override University Activity

0000

Override Project

GL213029

Project Details

CELT SOCIAL INVOATION

Tasks

T01

Continue

- Start Date: Enter effective date
- Leave box checked for 'Ongoing' even for one- time payments.
- Enter amount per pay period
- Enter total amount. Payment will end when the total amount is reached.
- Select reason for pay
- Enter comments as needed
- Enter credit hours
- Enter appropriate accounts and project information as appropriate
- Scroll to the top and click OK



Adjunct Positions: You **MUST** attach the following documents:

- The fully executed offer letter.
- CV, If your school does not use the Provost Office's Adobe Sign instance.

6 Comments and Attachments

Offer Comments

Please review offer and attachments.

Internal Documents



Drag files here or click to add attachment ▼

Continue



7 Additional Info

Does faculty have terminal degree in area they are teaching?

If no, provide a justification for teaching that course

FLSA Status



Scroll up to the top and click '**Submit.**'

Create Job Offer

Top Candidate (61018), 42

Save and Close

Submit

Cancel

① When and Why	Edit	i
② Assignment Info	Edit	
③ Offer Team	Edit	
④ Payroll Info	Edit	



Once the offer is submitted, it routes for approvals. If over Mid-point, it will go to Compensation. If over budget, it will route to Budget. All route to the Recruiter.

To view the approvals, go to the Candidate's profile, select 'Offer,' then click 'View details.'

External

...

Eric Roque

Status

Offer, Pending Approval

Requisition
Adjunct Lecturer, 48

Applied On
03/15/2026

Last Contacted
Today, Sent E-Mail

Email
tuapplicant+Joel@tulane.edu

Details

Screening

Messages

Activity

Progress

Interviews

Feedback

Offer

⚠ Pending Approval

We are submitting your changes for approval.

Key info

After info is available, you can see it here.

Candidate attachments

Click on View Details to view the Approval Flow Progress. The full approval will populate for view. Scroll to the end of the page to see the Approvers.

▲ Approval in Progress

Approval Request for Job Offer

Adjunct Lecturer

Eric Roque

Offer Details

Hire Date	03/15/2026
Legal Employer	Tulane University
Worker Type	Employee
Proposed Person Type	Faculty
Position Name	Adjunct Lecturer
Position Code	601202
Assignment Category	Part time
FLSA Status	Exempt
Grant Funded	N
Does faculty have terminal degree in area they are teaching?	Yes

Assignment Details

Business Unit	Tulane University
Job	Lecturer
Department	School of Professional Advancement - Adjunct Lecturers
Location	Gibson Hall

Collaborators

Christa Payne

Chief Business Officer

cpayne7@tulane.edu.xxyyyzzz

Edna Hoff

Executive Assistant III

ehoff@tulane.edu.xxyyyzzz

Eric Roque

Department Administrator II

eroque@tulane.edu.xxyyyzzz

Approvers

- Amelia Manning
- Tulane Provost Workflow Approver
- Tulane Associate Provost Workflow Approver
- 🕒 Assigned to Tulane Budget Workflow Approver 03/15/2026 3:46 PM
- ⬆ Submitted by Eric Roque 03/15/2026 3:46 PM



Job Offers

Adjunct

State 5 | X

Proposed Start Date

Candidate Type

Job Offer Team Role

Filters

Clear (5)

1 results

Offer Name ⇅	Requisition Number ⇅	Candidate Name ⇅	State ⇅	Projected Start... ⇅	Hiring Manager	Recruiter	Department
AC Adjunct Lecturer	27	Suraya Duval (71015)	Accepted	03/07/2026	Omerbasic, Delila	Robinson, Latara	School of Profess

You can view the offer status by navigating to My Team > Hiring and clicking on the 'Offers' tab.

Once approved, the Recruiter will accept the Job Offer.