

Guevara, Anna

Subject: Part-time faculty POSN update (originally sent to DOCs and AAs)

Importance: High

As many of you know, we have campus specific position numbers (POSNs) for our part-time faculty.* There are three different POSNs that begin with 'ADJHR' and end with the campus code of either 1, 2, or 3. This means that all part-time faculty on the same campus share the same POSN no matter what department they work in. In our effort to provide continuous improvement, we have created a new POSN structure that uses the letters 'AH' coupled with the last four digits of the department ORG. This change allows us to show a specific department leader for each part-time faculty member, which helps leaders identify their team members in Cornerstone, increases accuracy in our data and reporting capabilities, and improves workflow processes.

The new POSN structure is AH + the last four digits of the department ORG.

Here are three examples:

- If you are hiring a part-time faculty for History at North Campus, you will no longer use ADJHR2. You will use AH2099.
- If you are hiring a part-time faculty for Accounting at South Campus, you will no longer use ADJHR3. You will use AH3155.
- If you are hiring a part-time faculty for English at Central Campus, you will no longer use ADJHR1. You will use AH1054.

Going forward, please use AH + the last four digits of the department ORG as the POSN when originating a HIRE50 EPAF. If you submit a HIRE50 using an ADJHR POSN, the EPAF will be declined, and you will be required to submit a new EPAF with the correct POSN structure as outlined above.

This does not impact any adjunct salary POSNs used in the faculty load process. If you have any questions regarding POSNs, please email [DL – HR Position Management](#). Questions regarding EPAFs can be sent to [DL-HREPAF](#). Thank you.

*CPD is an exception, and they use a different POSN structure that is not changing at this time.

Regards,

Anna Guevara

San Jacinto College

Coordinator, Position Management

Office: 281-998-6331 | Fax: 281-998-6165

