

**Aultman College**  
**Adjunct Orientation**

Initial Hire Requirements		Annual Contract Renewal Requirements		
Armed Assailant Background Check FERPA Health Requirements HIPPA Registrar and Attendance Safety Substance Abuse Policy System Training Title IX Workplace Violence		FERPA Flu Vaccination/Declination HIPPA Safety Substance Abuse Policy Title IX		
Program Specific Requirements				
Discipline	CPR	License	Needs Assessment	Point of Care Testing
<b>Nursing</b>	X	X	X	X
<b>Social Work</b>		X		
<b>Radiology</b>	X	X		
<b>Medical Assisting</b>		X		

**Face to Face Orientation:** Is required for all new adjuncts including anyone who has not taught in greater than 3 semesters. If someone does not attend, the PD will orient the adjunct one-on-one.

**On-Line Orientation:** Is required once per calendar year (Jan-Dec) and is required the first semester taught in that year. The final payment for all adjuncts will be held until the PD notifies HR that all requirements are met. If this occurs more than once, the adjunct is not rehire eligible. Appeals for exceptions can be made to the VP's of AA and BSA.