Adjunct Faculty Application Instructions

This page is for new part-time Adjunct Faculty only! If you have already taught at Temple University as a Part-time Faculty member, please notify the hiring department.

1. Please access Temple Adjunct jobs on Temple University’s Senior Vice Provost for Faculty Development and Faculty Affairs website: www.temple.edu/vpfaculty/

2. Click on the Part-Time Openings link from the gray menu on the left side.

3. If this is your first time accessing the website, you will need to create a User ID and Password by clicking the link at the bottom of the page and completing the required information. You must create a new login for the Adjunct application system. This application system is NOT connected to the general Temple job posting site.

4. Click on the link at the top of the page: https://hospats.adminsvc.temple.edu/adjunct/CSS_External/CSSPage_Welcome.asp

5. When the Welcome page appears, use either the Find Jobs or One Time iGreentree Setup to search for open positions in the College of Health Professions & Social Work. You may also try searching by specific department.

6. When creating the one-time setup, enter the required information in each section and click Save & View Next when finished. To successfully apply for a job, a profile must be created, so enter as much information as possible in each of the sections that follow.

7. In order to search for jobs, click on the Find Jobs link in the red banner at the top of the page.

8. Select the “College of Health Professions & Social Work” location (by specific department) from the criteria to refine the search results.

9. When you apply for a position, you will be prompted to upload a resume or CV in .doc format.