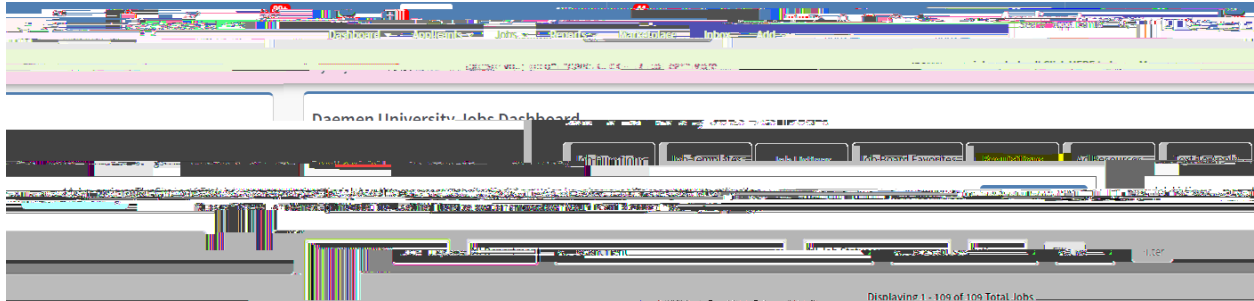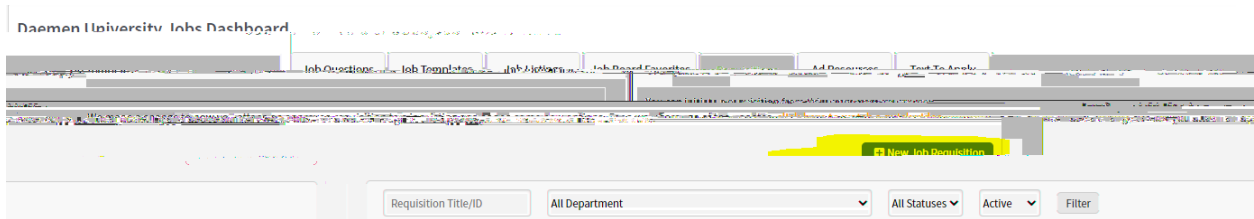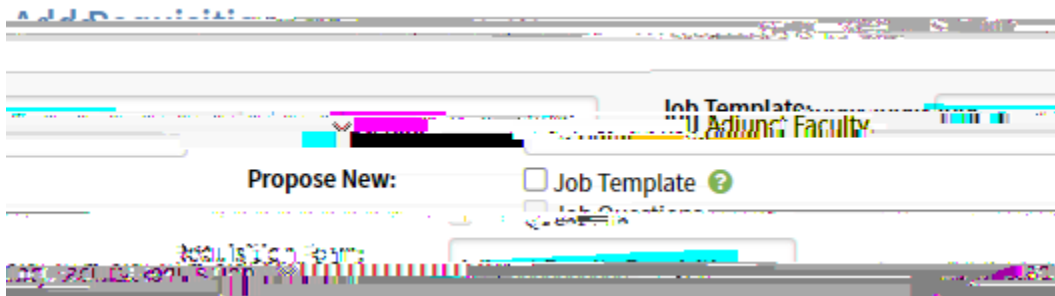You should be taken to the "jobs" page. Click the "Requisitions" tab.

On the Requisitions tab, click "New Job Requisition" on the right:

Two drop-down prompts will load. Select "Adjunct" out of the list of multiple options for Job Template. For the Requisition Form, select the first option, "Adjunct."

The full requisition now loads. In the first section, you can now note the number of positions you are recruiting for. You will also have a drop-down to select the department.

We cannot make your posting without it. Even if it is just a brief description of the courses and term, it is required.

Move through the rest of the requisition; all fields with an asterisk are required. This form is identical to the print form, simply laid out in digital format.

At the very end, select your Dean in the drop-down for first-level approval. This section is alphabetical by first name.

The office of Academic Affairs is hard-coded as the final approval.