AUGUSTANA UNIVERSITY

DOCTOR OF PHYSICAL THERAPY
COLORADO

Hiring Process Overview

Augustana DPT Colorado · Associated (Lab) Faculty Information Folder · Updated July 22, 2026

This is the full hiring and onboarding process for Associated (Lab) Faculty, in order. It mirrors the program's live process tracker (the Associated Faculty Nexus). Your application is completed in ADP up front; the Kira Talent interview and the formal hire come after your application and background check.

What you do, at each step

- Reply to the recruitment email and complete the ADP Clinical Instructor (DPT-CO) application. Have your PT license and CPR/BLS ready - both are required.
- Complete the Kira Talent video interview when it is sent to you.
- Watch for your hire confirmation and your Augustana email setup.
- Sign your contract when Augustana HR sends it to you through RightSignature.
- Complete the paid Canvas onboarding (one module, 12 topics), paid one time at the low rate of $35 per hour.
- When the Interest and Availability form arrives (about six months before each lab immersion), add the labs you want; then watch for the Program Director's confirmation email and accept.
- Work with your Core faculty lead on lab prep, assignments, and readiness.

The full process, in order

Step	What happens	Who
1	You are added to the Associated Faculty prospect list.	PD / DCE
2	The DCE sends the quarterly recruitment email with the ADP Clinical Instructor (DPT-CO) application link.	DCE
3	You complete the ADP application. A PT license and current CPR/BLS are required.	Candidate
4	Augustana HR initiates and reviews your background check, then notifies the DCE.	HR (Jessica Williams)
4a	Your PT license is checked against the federal Medicare exclusion list.	Caleb Ritchie
5	You complete a short Kira Talent video interview; two reviewers score it. If not selected, the Program Director sends a note.	PD or DCE
6	The DCE verifies background clearance, PT license, CPR/BLS, and malpractice insurance, then approves the hire in ADP.	DCE
7	HR adds you to the AF Master roster and notifies the DCE.	HR (Jessica Williams)
8	The DCE requests your Augustana email; IT (Sydnee) confirms when it is ready.	DCE / IT
9	The DCE records your Augustana email and adds you to the DPT-CO Associated Faculty email group.	DCE

9a	HR creates your contract and sends it for signature through RightSignature.	HR
10	The Interest and Availability form is updated for the upcoming lab immersion.	DOC
11	The DCE sends the Interest and Availability form to all active AF about six months before the immersion.	DCE
12	The DCE reviews faculty availability and qualifications.	DCE
13	The DCE builds the preliminary lab schedule in the Nexus (28 Interest tab).	DCE
14	The Program Director reviews and approves the proposed lab schedule.	PD
15	The Program Director sends confirmation emails to selected faculty and obtains acceptance.	PD
15a	You complete the paid Canvas AF onboarding.	Associated Faculty
15b	The DCE hands you to the course Core (primary/secondary), who adds you to the course and orients you to prep.	DCE / Core
16	The Program Director coordinates hotel and Lyft vouchers for faculty who travel.	PD
17	The DCE completes a final credential and assignment verification before each immersion.	DCE

Recurring: Pre-Lab Currency Review

Four to six weeks before every lab block, the DCE confirms your Colorado PT license (or Compact privilege) is active, your certifications are current (BLS/CPR, specialty certs), your continuing education in your content area is on file, and your pre-lab meeting with the Core faculty is complete. This is the same as step 17 above and makes sure you walk into each lab fully ready.

Questions at any stage: Dr. Chris Juneau, Director of Clinical Education and Director of Associated Faculty - cjuneau@augie.edu.