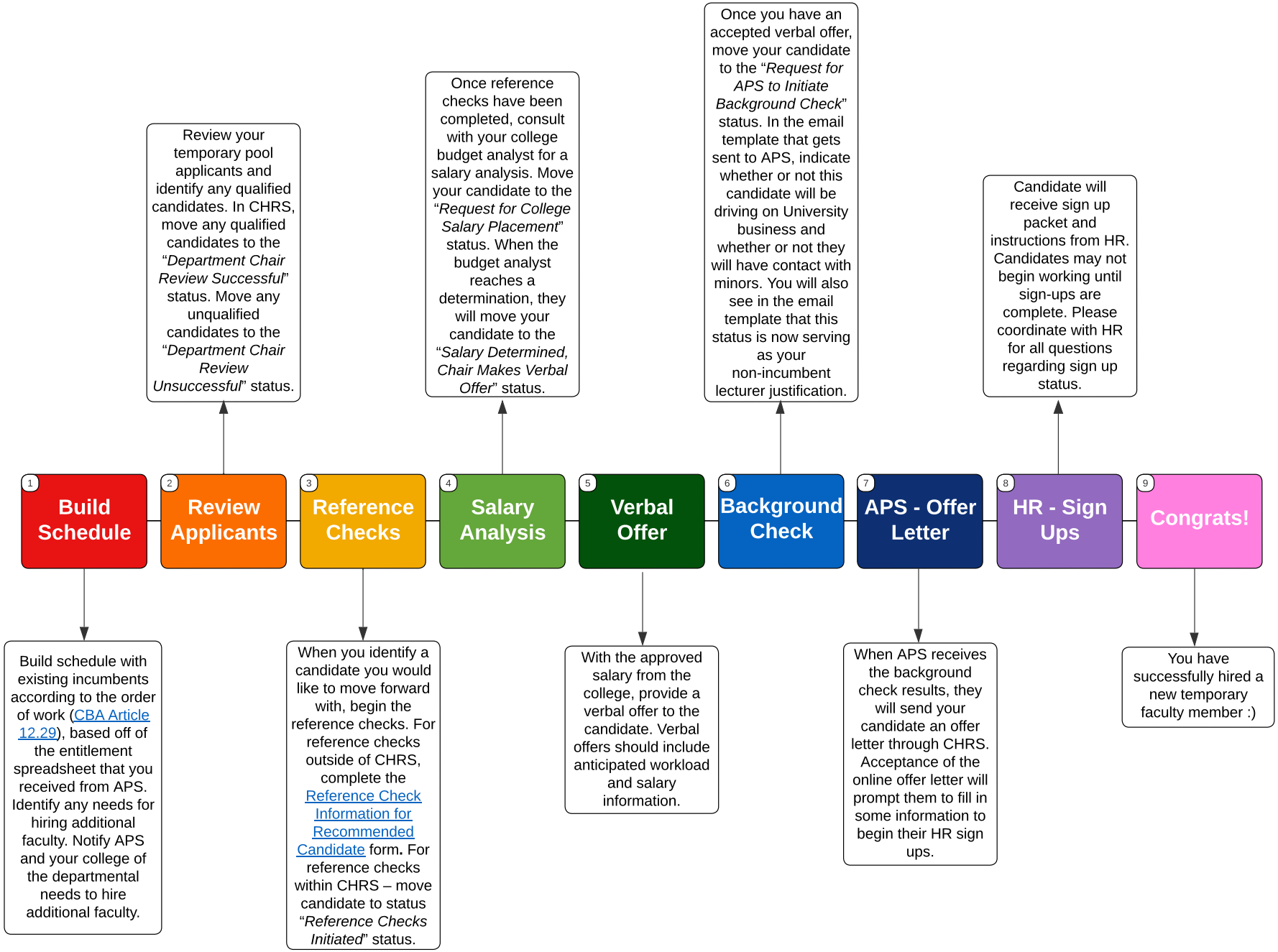Steps for Hiring New Temporary Faculty