II. Part-Time Faculty Hiring Process through the Departments in the Field

A. Applicants for adjunct faculty postings must attach all required documentation to their online application in PeopleAdmin in order to be considered. Applicants must have complete application packets which include all documentation required for the type of faculty position desired. The HR adjunct job posting carefully delineates the type of documentation required at the time of application. No incomplete packets will be accepted. All documentation must be scanned and attached to the online application. This includes unofficial copies of relevant college transcripts (or foreign evaluation for US equivalency), Verification of Work Experience form (for workforce and developmental applicants), related certifications, licensure, etc.

B. Department/Division Chairs will regularly review the pool of potential adjuncts and do the initial credentialing to determine if applicants’ qualifications clearly relate to the teaching discipline/program. Chairs should review the pool by the end of October for possible spring hiring. Chairs should review the pool by the end of March for possible summer/fall hiring.

C. When a chair finds a qualified applicant from the pool or when a chair “discovers” someone on a walk-in basis who is qualified, the chair prepares the hiring packet which includes all credentialing documentation including application, unofficial transcripts, resume, licensure/certifications (if relevant), and evidence of work and/or teaching experience (if relevant to credentialing).

D. Credentialing Forms:

1. The program/department chair fills out the appropriate Certification of Standards form (academic, workforce, developmental) delineating precisely the way the new hire meets SACS criteria for the type of faculty and the specific teaching assignment. If the qualifying degree is in the discipline of the teaching assignment (in the case of academic faculty), then the Certification of Standards form is sufficient.

2. If it is not readily apparent that the candidate’s degree matches the courses for which the Chair wishes him/her to teach, the Chair must fill out and sign the HCC Justification Request for Faculty Competence form.

E. Documentation: On the HCC Justification Request for Faculty Competence (JR Form), the chair must specify if the candidate is eligible to teach all courses in a program or only specified courses. Then, the Chair must “clearly describe the
relationship between the faculty member’s qualifications, course(s) content, and/or expected outcomes of the course(s) assigned to the faculty member.”

How is this done? What constitutes sufficient documentation? The candidate may have outstanding professional experience, demonstrated contributions to the field, or training in a closely related discipline covering the competencies needed to teach the course(s) assigned. The following type of documentation could be used to demonstrate competency:

1. Graduate and undergraduate coursework (subject, course number, course title) that clearly relate to the student learning outcome(s) of the course(s) being assigned (such as 18 graduate hours in the discipline for academic faculty)
2. 36 months non-instructional work experience directly related to the teaching assignment (i.e. VOE form for workforce faculty)
3. Teaching and/or tutoring experience in the discipline (i.e. VOE form for developmental faculty)
4. Recognition in journals, online sources, or textbooks in the discipline
5. Certification of participation in training
6. Certifications or licensure in the field
7. Professional presentations
8. Professional registry
9. Apprenticeship
10. Honors and awards directly related to the discipline
11. Appearance on programs reflecting work in the discipline
12. Letters of support from past employers, colleagues, etc. on business stationery that speak directly to the content and outcomes of the course(s) being assigned
13. Evidence of continuous excellence in teaching
14. Professional exhibitions or shows at reputable galleries and theatres
15. Other discipline-related documentation that demonstrates third party recognition of the candidate’s expertise in the field.

F. The college Dean verifies the Chair’s assessment of the faculty member’s qualifications and/or work experience according to SACS criteria. If satisfied, the Dean signs the Certification of Standards and the HCC Justification Request for Faculty Competence Forms.

G. Hiring Packet: The Dean’s office then scans all documents related to credentialing and forwards to the Credentialing office via email (vc.workload@hccs.edu). Submitted documentation should include copies of the new hire’s Part-Time Requisition (PTR), application, resume, unofficial transcripts, certification forms, licensure/certifications (if relevant), and any
other needed material to clearly show the relationship between the new faculty member’s qualifications and the courses which will be assigned to the new faculty member.

H. The Credentialing Department evaluates the submitted documentation to determine if the case is clearly made demonstrating that the faculty’s qualifications clearly related to the teaching assignment. If satisfied, the Credentialing Officer signs the hiring documents and verifies the adjunct pay rate.

I. The Vice Chancellor for Instruction verifies the certification status for academic, workforce, and developmental faculty. If satisfied, the VC signs the Certification of Standards Form as the final institutional authority testifying that the new hire is qualified according to SACS and institutional criteria for the type of faculty and the particular teaching assignment. The Certification and Compensation forms are returned via email to the college Dean’s office for inclusion in the hiring packet.

J. All credentialing forms must be approved and signed by the VCIN Office prior to the candidate appearing in the classroom. Chairs and Deans should work closely with the Faculty Credentialing Office and HR to ensure there is a pool of qualified adjuncts available at all times for course assignments. If not, Chairs/Deans should inform the VCIN Office and HR of the need for advertisement and recruitment.

K. The hiring packet then proceeds through the hiring process to Human Resources. Human Resources then places all employee hiring documents in the employee’s personnel file in the secure HR Records Office.