

- for classes transferable for a higher degree: a master's degree plus 18 graduate hours in the subject to be taught, (Check the College's policy"
- for workforce education degree or certificate courses: a combination of academic preparation and work experience, including three years of direct or related work experience other than teaching, (Check HLSCC's policy)
- for developmental courses: a bachelor's degree in the specific teaching discipline and demonstrated competency (i.e., teaching experience, honors, graduate course work, or another related accomplishment other related accomplishments). (Amend HLSCC's policy as needed to reflect this)

Documentation

The following supporting materials should be submitted as part of the selection process:

- Current résumé or curriculum vitae (CV);
- Official Transcript of highest degree;
- Any relevant industry certifications.

Selection/Hiring

As a general rule, hiring procedures should allow for varying perspectives by involving more than one individual in selecting the best candidate. Candidates with successful teaching experience at HLSCC may be given some preference in hiring, but there are no employment guarantees.

The following elements should pertain in selecting candidates:

*minimum degree/experience

*A review by the Deans and Heads of materials submitted by the applicant

*an interview process prior to selection ?

*a mock teaching experience prior to selection ?

*review of prior teaching and evaluation data, if available.

Hiring Guidelines and Timelines

1. Identification and appointment of adjuncts should occur no later than two months before the start of any semester.

2. Heads should notify the Deans of the need for adjuncts, and make recommendations, where possible, of at least three individuals who can be reviewed for the open Adjunct position(s).
3. Heads and Deans should review the applications, conduct interviews, and select the most appropriate candidate.
4. The Heads submit the list of adjuncts for their department to the relevant Dean, who signs the document and forwards the list to the Human Resources Department. This process should be completed within one week of the start of classes.

Last Minute Hiring

Occasionally departments need to hire Adjuncts on very short notice. When such situations arise, departments should follow their regular procedures as closely as possible and should consult with Human Resources Department.

Individuals Holding Public Office

A candidate that holds or formerly held a political office must be approved for hire by the **President** *prior to making an offer of employment.*

Employment of Relatives

HLSCC permits the employment of relatives, provided that it does not create a conflict of interest. In this regard, known family relations should be declared by the Heads to the Deans. The final determination to hire relatives of Heads should be done with the approval of the Vice President.

Evaluation of Adjunct Faculty

Formative and summative feedback (feedback both for the purpose of teaching improvement and for making personnel decisions) is important for the success of Adjunct faculty. Departments should have a process of systematic feedback to and evaluation of Adjunct faculty.

Student Evaluations:

Departments use the established student evaluation forms. HLSCC Policy #___ requires that all faculty, including Adjuncts, be evaluated by students in their classes at least once each year (?).