

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

HIRING PROCEDURES - ADJUNCT FACULTY / NON-CREDIT INSTRUCTORS

Procedure No. 3-02 (F)

Effective June 1, 2010

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- (1) These procedures are designed for the hiring of adjunct faculty and non-credit instructors. The college utilizes a competitive recruitment and employment process to attract and retain qualified applicants. All vacancies may be posted. This process is coordinated through the Human Resources Department.
- (2) The need for adjunct instructors is determined by class enrollment in each department on a term by- term basis.
- (3) The decision to advertise externally in addition to the posting process is made by the Human Resources Department. All advertisements for vacancies are approved and processed by the Human Resources Department. This includes decisions about frequency and size of advertisements. A variety of recruitment efforts are used to attract a qualified and diverse pool of applicants. Administrators and faculty are encouraged to assist with the recruitment efforts and to refer candidates to the on-line application process.
- (4) The hiring managers will review the applications received for vacant positions, and qualified candidates will be selected and scheduled for interviews. The hiring manager must complete a Hire Form with the required information on the final candidate and submit it to Human Resources.
- (5) All final candidates will be subject to pre-employment checks, including a criminal background check and drug screen, if applicable. Pre-employment checks will be coordinated by Human Resources and are required for all employees prior to beginning employment with the college.
- (6) The hiring manager may extend offers of employment to adjunct instructors. The hiring manager must indicate to the candidate that employment is contingent on the successful completion of pre-employment checks. The hiring manager must notify Human Resources as soon as they have made their selection. Human Resources will contact the candidate to begin the pre-employment process and request college transcript.
- (7) An adjunct instructor will not be assigned in excess of 75 percent of full-time faculty instructional hours per term unless requested in writing by the hiring administrator reviewed by Human Resources and approved by the Provost.

Last Effective Date: August 21, 2000