

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

HIRING ADJUNCT FACULTY/NON-CREDIT
INSTRUCTORS

Effective September 22, 2016

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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 will 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 in collaboration with the hiring manager. 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. Employees 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 all of the applications received for vacant positions, and schedule qualified candidates for interviews. The Human Resources Department, in conjunction with the hiring manager, will determine whether there is a sufficient qualified pool of diverse candidates.
- (5) The hiring manager must change the status of those candidates not moving forward for an interview in the applicant tracking system. The change of status will generate an automatic email notice to the candidate.
- (6) Once a candidate has been selected for hire, the hiring manager will verify references. If acceptable, the hiring manager will notify the Human Resources Representative of candidate(s) selected, extend a verbal offer of employment contingent upon pre-employment checks, establish a start date and confirm the starting salary. The Human Resources Representative will initiate the written, contingent offer letter and route it for approvals through the applicant tracking system.

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- (7) All final candidates for adjunct positions are subject to background checks, including a criminal background check, motor vehicle record check, fingerprinting and drug screen, if applicable for the discipline. Background checks will be coordinated by Human Resources and are required for all employees prior to beginning employment with the college.
- (8) 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 manager, reviewed by Human Resources and approved by the Office of Academic Affairs.