

# **GUIDELINES:**

## **4.1.1p1. Interviewing and Hiring Adjunct Faculty**

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*Adopted:* Adopted April 18, 2007

All adjunct faculty positions are considered temporary positions and exempt from the Fair Labor Standards Act (FLSA). Since an adjunct faculty position is considered a temporary position, a candidate may be hired without interviews. Adjunct faculty are not issued contracts; instead, terms and conditions of employment are articulated in an Adjunct Faculty Agreement Form and Letter of Appointment. No such agreement shall exceed a single academic term.

Adjunct faculty are not eligible for benefits, do not accrue leave, and are not eligible for membership in the Teachers Retirement System of Georgia (TRS) or as a regular member of the Employees' Retirement System of Georgia (ERS). Adjunct faculty must participate in the Employees' Retirement System's Georgia Defined Contribution Plan (GDGP) unless he/she is otherwise excluded by law.

### **CREDIT COURSES:**

1. The Dean for Academic Affairs will notify the Director for Human Resources of an available adjunct position.
2. The Director for Human Resources will create a position announcement with the appropriate minimum and preferred qualifications.
3. The Executive Vice President for Academic and Student Affairs will approve the position announcement based on appropriate faculty credentials. Once approved, the position announcement will be sent to the Vice President for Institutional Effectiveness for review and final approval.
4. The Director for Human Resources will upload the position announcement and other associated position information (pre-screening questions, screening questions, interview questions, and interview committee members) into the Ogeechee Technical College Online Job Center.
5. The Director for Human Resources will notify the Dean for Academic Affairs that a Job Requisition can be initiated in the Ogeechee Technical College Online Job Center.
6. Once the position has been initiated by the Dean for Academic Affairs, the Job Requisition must be approved by the Executive Vice President for Academic and Student Affairs, the Vice President for Administration, and the President.
7. Once the Job Requisition has been approved by the President, the Director for Human Resources will post the position to the Ogeechee Technical College Online Job Center for recruitment.

8. The Dean for Academic Affairs will screen the applications to determine if they meet the minimum and/or preferred qualifications for the position.
9. The Dean for Academic Affairs will contact a candidate and schedule an appointment to meet with them to discuss the adjunct faculty position.
10. Once the Dean for Academic Affairs wishes to hire an adjunct, the Dean for Academic Affairs will print the candidate's résumé, unofficial transcripts, and/or certifications from the Ogeechee Technical College Online Job Center to start the Faculty Credentials process.
11. The Dean for Academic Affairs will secure information from the qualified candidate to complete the Faculty Credentials Packet.
12. The Dean for Academic Affairs will submit the qualified candidate's Faculty Credential paperwork to the Executive Vice President for Academic and Student Affairs. Once approved, the Executive Vice President for Academic and Student Affairs will forward the Faculty Credentials Packet to the Vice President for Institutional Effectiveness for approval.
13. The Director for Human Resources will receive the approved Faculty Credential paperwork and submit the candidate's complete file to the President for final approval. A file will be considered complete when the following has been submitted:
  - a. Faculty Credentials Packet
  - b. *Recommendation to Employ Form*
  - c. Approved Job Requisition Details Form
  - d. Completed Background Request Form with results
  - e. Two Candidate Reference Forms
  - f. Interview Rating Sheet, if applicable
14. The Director for Human Resources will notify the Dean for Academic Affairs and Executive Vice President for Academic and Student Affairs once the President has approved the candidate to be hired.
15. The Director for Human Resources will send the candidate a background request form. Once the background check has been completed, the Director for Human Resources will contact the Dean for Academic Affairs.
16. The Dean for Academic Affairs or the Director for Human Resources will discuss salary and make a tentative offer to the top ranked candidate.
17. The Dean for Academic Affairs will complete the Adjunct Faculty Agreement Form and submit to the Director for Human Resources.
18. The Dean for Academic Affairs will create the Letter of Appointment.
19. The Director for Human Resources will contact the candidate to complete Human Resource paperwork and have the candidate submit official transcripts, and/or professional licensure and/or certifications.

**NON-CREDIT COURSES:**

1. The Director for Continuing Education and Industry Training will notify the Director for Human Resources of an available adjunct continuing education position.
2. The Director for Human Resources will create a position announcement with the appropriate minimum and preferred qualifications.

3. The Director for Human Resources will upload the position announcement and other associated position information (pre-screening questions, screening questions, interview questions, and interview committee members) into the Ogeechee Technical College Online Job Center.
4. The Director for Human Resources will notify the Director for Continuing Education and Industry Training that a Job Requisition can be initiated in the Ogeechee Technical College Online Job Center.
5. Once the position has been initiated by the Director for Continuing Education and Industry Training, the Job Requisition must be approved by the Vice President for Economic Development, the Vice President for Administration, and the President.
6. Once the Job Requisition has been approved by the President, the Director for Human Resources will post the position to the Ogeechee Technical College Online Job Center for recruitment.
7. The Director for Human Resources will screen the applications to determine if they meet the minimum qualifications for the position.
8. The Director for Continuing Education and Industry Training will screen the applications to determine if they meet any of the preferred qualifications, if applicable.
9. The Director for Continuing Education and Industry Training will notify the Director for Human Resources if they have a qualified candidate for the position or if they would like to interview multiple candidates for the position. (Since an adjunct faculty position is considered a temporary position, a candidate may be hired without interviews).
10. The Director for Human Resources will submit the candidate's complete paperwork to the President for final approval.
11. The Director for Human Resources will notify the Director for Continuing Education and Industry Training once the President has approved the candidate to be hired.
12. The Director for Continuing Education and Industry Training or the Director for Human Resources will discuss salary and make a tentative offer to the top ranked candidate.
13. The Director for Human Resources will send the candidate the Background Request Form.
14. The Director for Human Resources will notify the Director for Continuing Education and Industry Training when the background check has been completed.
15. The Director for Human Resources will contact the candidate to complete Human Resource paperwork and have the candidate submit official transcripts, and professional licensure and/or certifications.

**ADULT EDUCATION COURSES:**

1. The Dean for Adult Education will notify the Director for Human Resources of an available adjunct position.
2. The Director for Human Resources will create a position announcement with the appropriate minimum and preferred qualifications.
3. The Vice President for Economic Development will approve the position announcement based on appropriate faculty credentials. Once approved, the

- position announcement will be sent to the Vice President for Institutional Effectiveness for review and final approval.
4. The Director for Human Resources will upload the position announcement and other associated position information (pre-screening questions, screening questions, interview questions, and interview committee members) into the Ogeechee Technical College Online Job Center.
  5. The Director for Human Resources will notify the Dean for Adult Education that a Job Requisition can be initiated in the Ogeechee Technical College Online Job Center.
  6. Once the position has been initiated by the Dean for Adult Education, the Job Requisition must be approved by the Vice President for Economic Development, Vice President for Administration, and the President.
  7. Once the Job Requisition has been approved by the President, the Director for Human Resources will post the position to the Ogeechee Technical College Online Job Center for recruitment.
  8. The Director for Human Resources will screen the applications to determine if they meet the minimum qualifications for the position.
  9. A list of those who meet the minimum qualifications will be forwarded to the Dean for Adult Education.
  10. The Dean for Adult Education will screen the applications to determine if they meet any of the preferred qualifications, if applicable.
  11. The Dean for Adult Education will notify the Director for Human Resources if there is a qualified candidate for the position or if he/she would like to interview multiple candidates for the position.
    - a. An Interview Committee will screen the applications to determine if the candidates meet any of the preferred qualifications. NOTE: Only those who have submitted all required documentation will be eligible for an interview.
    - b. The Director for Human Resources will ensure all candidates have been screened according to the minimum and preferred qualifications for the position.
    - c. The Dean for Adult Education will notify the Director for Human Resources of a date, time, and a list of candidates to be interviewed.
    - d. The Director for Human Resources will schedule all interviews for the position and confirm the interview schedule with the Dean for Adult Education.
    - e. The Dean for Adult Education will provide the Director for Human Resources a recommended list of candidates following the completion of the interviews.
  12. The Dean for Adult Education will print the candidate's résumé, unofficial transcripts, and/or certifications from the Ogeechee Technical College Online Job Center to start the Faculty Credentials process.
  13. The Dean for Adult Education will secure information from the qualified candidate to complete the Faculty Credentials Packet.
  14. The Dean for Adult Education will submit the qualified candidate's Faculty Credential paperwork to the Vice President for Economic Development. Once approved, the Vice President for Economic Development will forward the Faculty

Credentials Packet to the Vice President for Institutional Effectiveness for approval.

15. The Director for Human Resources will receive the approved Faculty Credential paperwork and submit the candidate's complete file to the President for final approval. A file will be considered complete when the following has been submitted:
  - a. Faculty Credentials Packet
  - b. *Recommendation to Employ Form*
  - c. Approved Job Requisition Details Form
  - d. Completed Background Request Form with results
  - e. Two Candidate Reference Forms
  - f. Interview Rating Sheet, if applicable
16. The Director for Human Resources will notify the Dean for Adult Education and Vice President for Economic Development once the President has approved the candidate to be hired.
17. The Director of Adult Education or the Director for Human Resources will discuss salary and make a tentative offer to the top ranked candidate.
18. The Director for Human Resources will send the recommended candidate the Background Request Form.
19. The Director for Human Resources will notify the Dean for Adult Education when the background check has been completed.
20. The Dean for Adult Education will complete the *Adjunct Faculty Agreement Form* and submit to the Director for Human Resources.
21. The Director for Human Resources will create the Letter of Appointment.
22. The Director for Human Resources will contact the candidate to complete Human Resource paperwork and have the candidate submit official transcripts, and professional licensure and/or certifications.

### **Faculty Credentials Packet**

The Faculty Credentials Packet will consist of the following documents:

- Faculty Credentials Verification Form
- Faculty Qualifications Relevant to Courses Taught form
- Current Résumé
- Writing Sample
- Copies of any required professional licensure and/or certifications
  - Examples (POST certifications, First-Aid/CPR/AED, teaching certificates, etc.)
- Copies of Unofficial Transcripts

NOTE: Official transcripts are required upon employment. Adjunct faculty members will have three weeks into the first term they teach to submit official transcripts to Human Resources.