

College of Education Adjunct Faculty Hiring Practices

- Associate Dean communicates with each Program Coordinator to determine adjunct needs and to identify who will serve as a content specialist for each course. This communication will occur simultaneously with the preparation of the first draft of the schedule.
- Program Coordinators will have access to the database; created through the recruitment process, to select and interview adjunct candidates according to protocol for the purpose of finding qualified instructors to fill openings for the next term.
- Program Coordinators will recommend for hiring either veteran adjuncts who have had previous successful teaching assignments or new adjunct candidates who have appropriate qualifications and experiences to the Associate Dean.
- Program Coordinators will officially offer the available position to the prospective adjunct.
- Associate Dean makes the contract request.