

AP 240b - Hiring Adjunct Faculty

Associated Board Policy: 161.00, 240.00

Procedure Owner: Academic Affairs Office and Human Resources Office

Related Procedures: AP 240a

I. Procedure Scope and Purpose

This procedure applies to the hiring of all adjunct and part-time instructional faculty members in the Academic Affairs Office at Cowley College. Cowley College continually hires adjunct faculty to teach designated classes to its students at all campus locations and online. In addition, adjunct faculty are hired to teach in various synchronous and asynchronous delivery modes such as, but not limited to, face-to-face, online courses taught via the internet and through video conferencing. The Vice President of Academic Affairs has the final approval at all stages in the hiring process and will assign Academic Affairs personnel to facilitate the process. Department Chairs or their designees will be involved in the hiring process when appropriate in the following possible ways: identifying a need in their areas; reviewing applicant files, consultation with applicant, making recommendations for hire, mentoring of newly hired adjuncts, and delivering departmental orientation. The purpose of this procedure is to ensure that hiring practices for instructional personnel are consistent with the hiring practices of all employees of Cowley College. This procedure identifies the specific steps and responsible persons as needed in the hiring process within the Academic Affairs Department.

II. Definitions

Adjunct Faculty or part-time instructor: An adjunct faculty or part-time instructor is defined as a person who is employed by the college and provides instruction in any of a variety of teaching and learning environments at less than full-time, generally 1-12 credit hours per semester (in accordance with IRS rules on employers' responsibility which credits adjuncts with 2.25 hours of work for each hour they teach) unless approved for more hours by the Academic Affairs Office.

III. Procedure

HIRING ADJUNCT/PART-TIME INSTRUCTIONAL PERSONNEL:

Adjunct Faculty are hired based on position availability. The process for hiring is dependent on if the position is an immediate need or a possible need for future adjunct instructors in a given area.

- A. For a known need for an adjunct instructor
 1. Adjunct Faculty positions authorized by the Academic Affairs office (Request to Post form) are posted on the Cowley Employment Web Page by the Human Resources Office. The listing should include credentials required and specific discipline needs. Any inquiry from a prospective applicant should be directed to the Cowley employment web page and applicants are advised to complete the department-specific adjunct application.

2. The applicant should submit a completed employment application to the Director of Human Resources. Applications should be accompanied by complete college transcripts, cover letter, resume', and any pertinent licensures or certifications.
 3. The Human Resources Director makes the completed application available to the Academic Affairs Office and the relevant department chair. Both the HR office and the Academic Affairs office ensure the application is complete. Applications will not be considered until all components are received.
 4. The complete application is reviewed for compliance with the Hiring Qualified Faculty procedure. Essentially, a Department Chair, Associate Vice President, or Academic Director or Coordinator will start the review process and make a qualifying determination. The Vice President of Academic Affairs determines if the applicant can be considered as a qualified candidate for current positions.
 5. If the applicant is not qualified to teach any college courses, the applicant is notified and thanked for applying. (From the Academic Affairs office)
 6. If the applicant is qualified, the Department Chair schedules a consultation (this can be in a phone, video/online, or face to face format) to determine pedagogy and content qualifications. Any concerns about qualifications are further discussed with the Academic Affairs office if needed. The consultation committee may be comprised of the Department Chair or representative from the department and/or one person from Academic Affairs office if necessary.
 7. If the applicant is to be hired to teach, the Department Chair or Academic personnel completes the *Approval for Hiring Adjunct or Part-time Instructors* form. (Attachment) and submits it to the Academic Affairs office for Approval.
 8. The Academic Affairs office completes the *Approval for Hiring Adjunct Instructors* form and assigns the compensation rate.
 9. The Academic Affairs Office inputs the approved adjunct into the Faculty Master in the institutional system, and requests the Information Technology Department to activate the appropriate instructor accounts and user rights in the SIS system. Then the *Approval for Hiring Adjunct Instructors* Form is passed along to the office of Human Resources with the assigned Cowley I.D. noted.
 10. The Payroll Clerk will input the approved instructor in the Paycom System to initiate the hiring process. This step generates an email with a "checklist" that the new hire will need to complete that includes required documents (W-4, K-4, Emergency Contact, Oath of Affirmation, etc.) to become officially hired.
 11. The HR Director will be responsible for completing the I-9 form with the new hire.
 12. The Payroll Clerk or HR Director will notify the Academic Affairs office when the new hire has completed all necessary steps to be officially "hired".
 13. The instructor's name is entered into the course schedule next to the class(s) assigned to them by the designated Academic Affairs personnel. If the applicant is to be hired to teach online, he/she must successfully complete the LMS training before final assignment is made.
 14. The individual is considered a "Newly Hired Adjunct" and will continue with the on-boarding process. (New Adjunct Hiring Checklist- Attachment) This will include information specific to whether the instructor is teaching face to face or online.
- B. To build the adjunct pool
1. Adjunct Faculty applications are submitted through the Cowley Employment Web Page using the applicable Departmental Adjunct Application

2. The applicant should submit a completed employment application to the Director of Human Resources. Applications should be accompanied by complete college transcripts, cover letter, resume', and any pertinent licensures or certifications.
3. The Human Resources Director makes the application available to the specific Department Chair and the Academic Affairs Administrative Assistant. Both the HR office and the Academic Affairs office ensure the application is complete. Applications will not be considered until all components are received.
4. The complete application is reviewed for compliance with the Hiring Qualified Faculty procedure. Essentially, a Department Chair, Associate Vice President, or Academic Director or Coordinator will start the review process and make a qualifying determination. The Vice President of Academic Affairs determines if the applicant can be considered as a qualified candidate for current positions.
5. If the applicant is not qualified to teach any college courses, the applicant is notified and thanked for applying. (from the Academic Affairs office.)
6. If no instructors are needed in the qualified area, then the applicant will receive notification from the Academic Affairs office thanking them for applying and letting them know his/her name will be kept in the available adjunct pool for future consideration.

C. Training and Orientation

1. If the adjunct is teaching in Mulvane, off the main campus, or Online, they will receive orientation and instructional procedure information from the appropriate Department Chair for training with specific departmental processes, software, etc.
2. If they are teaching face to face on the main campus or in a concurrent high school setting, they will receive orientation and instructional procedure information from the Academic Affairs office as well as the appropriate Department Chair for specific departmental and course processes.

IV. Effective Date(s)

This procedure first became effective: October 28, 2014

Revised: April 28, 2020

September 24, 2024

August 26, 2025

V. Signature and Title

This procedure is implemented by:



Title: Vice President of Academic Affairs

COWLEY COLLEGE
APPROVAL FOR HIRING ADJUNCT OR PART-TIME INSTRUCTORS

I recommend [Click or tap here to enter text.](#) be considered for employment as an adjunct instructor for the following courses:
[Click or tap here to enter text.](#)

DATE: [Click or tap here to enter text.](#)

CAMPUS LOCATION(S): [Click or tap here to enter text.](#)

START DATE: [Click or tap here to enter text.](#)

RATE PER CR HR: [Click or tap here to enter text.](#) **CLASSIFICATION:** [Click or tap here to enter text.](#)

Attachments required:

HLC Hiring Qualified Faculty Documentation Form
Completed employment application with signature and date
Copy of transcript
Copy of resume

I approve this recommendation

[Click or tap here to enter text.](#)

DEPARTMENT CHAIR

I disapprove this recommendation

[Click or tap here to enter text.](#)

DATE

I approve this recommendation

[Click or tap here to enter text.](#)

Vice President, Academic Affairs

I disapprove this recommendation

[Click or tap here to enter text.](#)

DATE

This section to be completed by Vice President of Finance and Administration:

General ledger account for salary expense [Click or tap here to enter text.](#)

General ledger account for Social Security (if applicable) [Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

Vice President, Academic Affairs

DATE

Human Resources Use Only:

- Background Check Offer Made Employee # Assigned in J1 IT Notified for email/access
- 19/New Hire email to candidate Pre-arrival/Post-Arrival sent o Hiring Manager Send Employment Info Resources Form to Hiring Mngr
- Paycom Onboarding Checklist to employee Give Gold Sheet to Clerk

HR Director Signature _____

**COWLEY COLLEGE
HIRING QUALIFIED FACULTY DOCUMENTATION FORM**

Faculty Candidate

First name: _____ Last name: _____ Date: _____ Department at College: _____
 Degree: _____ Major: _____ Degree: _____ Major: _____
 Degree: _____ Major: _____ Degree: _____ Major: _____

Subject/Discipline being taught: _____

Hiring preference at College based on credentials (in order of priority; denote level)	Hiring determination based on credentials:
<input type="checkbox"/> 1 - Doctorate or master's in discipline <input type="checkbox"/> 2 - Doctorate or master's degree in related area with 18 or more graduate credit hours in discipline <input type="checkbox"/> 3 - Doctorate or master's degree <input type="checkbox"/> 4 - Bachelor's degree in discipline with graduate work <input type="checkbox"/> 5 - Bachelor's degree in discipline <input type="checkbox"/> 6 - Associates degree in discipline <input type="checkbox"/> 7 - Certifications and tested experience	Based on the educational credentials on the left, is the candidate in priority level 1 or 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, no further documentation is required. If no, further justification is needed below. Refer to Tested Experience Faculty Credential Evaluation

Factors Other Than Educational Credentials to Determine Qualified Faculty	
<input type="checkbox"/> Graduate level coursework not included above	<input type="checkbox"/> Formal professional development
<input type="checkbox"/> Directly related professional teaching experience	<input type="checkbox"/> Publications, Presentations, Achievements
<input type="checkbox"/> Directly related other professional experience	<input type="checkbox"/> Other factors
<input type="checkbox"/> Certifications/Licensure	

Explanation for above (attach Faculty Credential Evaluation form with supporting documentation, if needed):

The faculty candidate has other factors that would provide quality instruction in discipline or subfield and recommend hiring. Yes No

Evaluator's Signature/Title: _____ Date: _____

Department Chairperson Signature: _____ Date: _____

For Office Use by Vice President of Academic Affairs

Action:

- Employ as Faculty Member
- Do Not Employ
- Qualified, but no current position available.
- Employ as Faculty Member with Following Restrictions (Education Plan, Course Restrictions, etc.):

Explanation, if needed: _____

Vice President of Academic Affairs: _____ Date: _____

COMPENSATION PLAN FOR ADJUNCT OR PART-TIME INSTRUCTORS (former Policy 277)

Purpose

The adjunct instructor is an important part of the instructional program at Cowley College. A compensation plan that recognizes the importance of education and professional development will enhance the instructional program provided by the adjunct faculty.

General Education and Career and Technical Education Adjunct Pay

- \$600 per credit hour
-

Non-Destructive Testing (NDT) Online Adjunct Pay

- NDT enrollment equal to 1 student will be paid at the reduced rate (per head rate of \$100.00 per credit).
- NDT enrollment of 2 to 3 students will be paid flat \$1,500.
- NDT enrollment with 4 or greater will be paid at the full rate.

Additional Points of the Plan:

- Natural Science Instructors who teach a 5 credit hour class that includes on-campus lab will be compensated a stipend of \$575 to include lab preparation and lab classroom extension time.
- An internal professional development system will be based on 10 points per year (July –June) whereby if an adjunct faculty completes the points during the year they will be awarded a once per year stipend of \$500 to be paid in August payroll. It is the responsibility of the adjunct faculty to keep documentation of their professional development attendance on the *Professional Development Tracking Form* and turn their completed form into the Academic Affairs Office at the Ark City campus by July 10 of each year for compensation.

Revised July 21, 2008

Revised April 15, 2013

Revised 2019

Revised September 24, 2024

Revised August 2025

NEW ADJUNCT HIRING CHECKLIST

HIRING PARTY:

APPLICANT INFORMATION		APPLICATION PACKET	
Applicant Name		<input type="checkbox"/>	Application
Telephone Number		<input type="checkbox"/>	Resume
Email Address		<input type="checkbox"/>	Cover Letter
Subject		<input type="checkbox"/>	Transcripts
Location			Date Completed:
ACTION			DATE COMPLETED
APPLICANT REVIEW PROCESS			
<input type="checkbox"/>	AVPAA reviews application and documentation in Paycom		
<input type="checkbox"/>	AVPAA evaluates qualifications and completes <i>Hiring Qualified Faculty Documentation</i> form and <i>Faculty Credential Evaluation Worksheet</i> and forwards to department chair		
<input type="checkbox"/>	Department Chair reviews materials and schedules interview and informs AVPAA of decision to hire and returns signed documents		
<input type="checkbox"/>	If hiring proceed to next step	YES/NO	
HIRING APPROVAL			
<input type="checkbox"/>	AA provides HR Office with <i>Approval for Hiring Adjunct Instructors</i> form		
HUMAN RESOURCES/PAYROLL HIRING			
<input type="checkbox"/>	HR sets up onboarding for approved instructor in Paycom and notifies the new-hire of the process.		
<input type="checkbox"/>	HR schedules an appointment with the approved instructor to complete the I-9 document		
<input type="checkbox"/>	HR/Payroll notifies AA when the applicant has completed all hiring requirements		
ACCOUNT CREATION			
<input type="checkbox"/>	HR creates Faculty Master/Faculty ID in J1		
<input type="checkbox"/>	HR send Account Creation request to IT department (Faculty roles, Cowley email, Bb, distribution lists, Active Directory, etc.) and account information is sent back to Director of Distance Learning and academic department		
TRAINING/ORIENTATION			
<input type="checkbox"/>	Tentative BlackBoard Training date:		
<input type="checkbox"/>	New Hire met with Program Lead/Department regarding curriculum/Textbooks	YES/NO	
<input type="checkbox"/>	New Hire attended Adjunct Orientation	YES/NO	
<input type="checkbox"/>	New Hire enrolled in Quality Matters (QM) training starting:		
ASSIGNING COURSES/ACADEMIC AFFAIRS REPORTING			
<input type="checkbox"/>	Department and Academic Affairs determines Course sections to be taught and adds name to course schedule		
<input type="checkbox"/>	AA updates appropriate databases w/Evaluation schedule, Instructor credential database, etc.		

COWLEY COLLEGE
ADJUNCT REQUEST TO Fill / POST FORM

Adjunct Opening: _____

Requested By: _____

Department: _____

Degree Requirement: Associate Bachelor Master

Other Qualifications: _____

Courses to be taught: _____

Location: Ark City Mulvane Winfield Wellington

Type: Face to Face Online Hybrid

Requested Start Date: _____

Account to be charged: _____

Where to Post (check all that apply):

Newspaper (list which ones): _____

Online (list sites): _____

Other: _____

Approvals:

Department Chair: _____ Date: _____

VP of Academic Affairs: _____ Date: _____

Director of HR: _____ Date: _____

VP of Finance and Administration: _____ Date: _____

Please return to Human Resources once completed.

FACULTY CREDENTIAL EVALUATION-Guidelines

- ▶ Graduate Hours-all non-CTE instructors must possess or work toward having at least 6-9 hours of master's level credits directly connected to teaching assignment
- ▶ Directly related Teaching Experience (max 9 credits)
 - Teaching Experience-must be directly related to teaching assignment
 - Post-secondary max of up to 9 credit hours counted at 3 cred per F-T year (if teaching full load of 15 credits per semester)
 - Below high school max of 3 credit hours, 1.5 credit per full-time year (except if Cowley teaching assignment is for teacher education; then limit to 6 max, 3.0 per year)
- ▶ Directly related Professional Experience (max 9 credits)
 - 3 credits for each unique or significantly different role of at least one year full time
- ▶ Certifications/Licensure (max 3 credits; for CTE, certifications adequate to meet requirements)
 - Public School Teaching Certificate - 1.0 credit for secondary cert in area (except for teacher education; then other areas allowed)
 - A.P. Certification - 1.0 credit for area
 - Technical Certifications - as required for teaching area (Associate's Degree also required)
 - Other, e.g., peer reviewer 1.0 each
- ▶ Formal Professional Development (max 6 credits)
 - Workshops, etc. - 15 hours= 1 credit; max 6 credits, must be directly related to teaching assignment
- ▶ Publications, Presentations, Awards (max of 6 hours)
 - Peer recognition, professional contribution, professional development
 - Key office in professional association - no more than 1 credit for each unique / at least 1 year- 3 credit max
 - Presentations - 0.25 to 0.5 for each unique to max of 3 credits
 - Publications - 0.5 to 1.0 for each, max of 3 credits
 - Professional awards - 0.5 - 1.0 credit - max of 3 credits
- ▶ Other factors (max 6 credits)
 - Patents, research, other professional contribution not listed above - 0.5-1.0 each

FACULTY CREDENTIAL EVALUATION WORKSHEET

Name _____ Dept. _____

Graduate Hours (Min of 6.0 hours)

Teaching Experience (max 9 credits)

_____ Below high school

_____ High School

_____ Post-secondary

_____ Part-time Post-secondary

Directly Related Professional Experience (max 9 credits)

Certifications/Licensure (max 3 credits; except for CTE)

_____ Public School Teaching Certificate

_____ A.P. Certification

_____ Technical Certifications

_____ Other

Formal Professional Development (max 6 credits)

_____ Workshops, etc.

Publications, Presentations, Awards (max 6 credits)

_____ Peer Recognition, Professional Contribution, Professional Development

_____ Key office in professional association

_____ Presentations

_____ Publications

_____ Professional Awards

Other Factors (max 6 credits)

_____ Patents, Research, other professional contribution not listed above

_____ TOTAL CREDITS

Reviewer _____ Date _____

Dept. Chair _____ Date _____