

240b. Procedure for Hiring Adjunct Faculty.

Associated Board Policy: 240

Procedure Owner: Academic Affairs Office and Human Resources Office

Related Board Policies and Procedures: Hiring Qualified Faculty, Policy 161 Requisition and Selection of Classified Personnel, Board Policy 240 Selection of Professional Employee

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 also through interactive Television (ITV). 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 Faculty 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 forwards the completed application on to 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. Academic Affairs office enters the application into the Instructor Tracking Database.
 5. 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.
 6. If the applicant is not qualified to teach any college courses, the applicant is notified and thanked for applying. (from the Academic Affairs office.)
 7. 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.
 8. 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.
 9. The Academic Affairs office completes the *Approval for Hiring Adjunct Instructors* form and assigns the compensation rate based on credentials (Attachment)
 10. 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.
 11. 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.
 12. The HR Director will be responsible for completing the I-9 form with the new hire.
 13. 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".
 14. 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.
 15. The individual is considered a "Newly Hired Adjunct" and will continue with the on-boarding process. (Instructor checklist- Attachment) This will include information specific to whether the instructor is teaching face to face or online. If the applicant is qualified, the Department or Academic Affairs office determines if there is a need for instructors in the area in which the applicant is qualified.
- B. To build the adjunct pool
1. Adjunct Faculty applications are submitted through the Cowley Employment Web Page using the General 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 forwards the completed application on to 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. Academic Affairs office enters the application into the Instructor Tracking Database.
5. 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.
6. If the applicant is not qualified to teach any college courses, the applicant is notified and thanked for applying. (from the Academic Affairs office.)
7. 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 04/28/2020

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 _____ be considered
(NAME) (SSN)
for employment as an adjunct instructor for the following courses:

DATE: _____

CAMPUS LOCATION: _____

STARTING DATE: _____

RATE PER CREDIT HOUR:

CLASSIFICATION:

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

I disapprove this recommendation

DEPARTMENT CHAIR

DATE

I approve this recommendation

I disapprove this recommendation

V.P. ACADEMIC AFFAIRS

DATE

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

General ledger account for salary expense _____

General ledger account for Social Security (if applicable) _____

Date:

Signature:

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 which recognizes the importance of education and professional development will enhance the instructional program provided by the adjunct faculty.

Adjunct Pay (per credit hour taught)

Bachelors Degree	\$450.00
Bachelors + 18	\$475.00
Masters Degree	\$525.00
Masters + 18	\$575.00
PhD/Professional (EdD, JD, MD, etc.)	\$595.00

Technical Credentials (varies) for Career and Technical Education

•T1 - Certification	\$425.00
•T2 - Certification plus 5 years' experience	\$450.00
•T3 - Certification plus 10 years' experience	\$475.00
•T4 - Associates degree	\$500.00
•T5 - Bachelor, or associates with 5 years' experience	\$525.00
•T6 - Master, or associate with 10 years' experience or Bachelor with 5 years' experience	\$550.00

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 \$525 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

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
APPLICANT REVIEW PROCESS			
<input type="checkbox"/>	Application and Documentation received from HR Office, and sent to Department for review		
<input type="checkbox"/>	Qualifications evaluated and completion of Hiring Qualified Faculty and Credential Evaluation form(s)		Yes / No
<input type="checkbox"/>	AA sends letter if applicant does <u>not</u> meet qualifications or if no current positions are needed		
<input type="checkbox"/>	If there is need and interested in hiring, then a consultation with applicant is scheduled		
<input type="checkbox"/>	Are we hiring them? (If yes proceed, if no notify the applicant)		Yes / No
HIRING APPROVAL			
<input type="checkbox"/>	Department completes (Blue form) <i>Approval for Hiring Adjunct Instructors Form</i> & submits it to CAO for approval with credential documentation and compensation rate based on credentials determined		
<input type="checkbox"/>	Personal information request sent to approved applicant from the Academic Affairs office		
ACCOUNT CREATION			
<input type="checkbox"/>	Approved form to Academic AVP for creation of Faculty Master/Faculty I.D in Registration system		
<input type="checkbox"/>	Account Creation request sent to IT department (Faculty roles, Cowley email, Bb, distribution lists, Active Directory, etc) and account information sent to department and online training department		
HUMAN RESOURCES/PAYROLL HIRING			
<input type="checkbox"/>	AA provides HR Office with Blue <i>Approval for Hiring Adjunct Instructors Form</i> with education credentials		
<input type="checkbox"/>	Payroll Clerk inputs instructor in the <i>Paycom</i> System (check-list created) and notifies the new-hire of the process		
<input type="checkbox"/>	The HR Director Schedules an appointment with the approved instructor to complete the I-9 document		
<input type="checkbox"/>	HR/Payroll notifies Academic Affairs when the applicant has returned and completed all hiring requirements		
TRAINING/ORIENTATION			
<input type="checkbox"/>	New Hire enrolled in BlackBoard Training starting: _____, Training completed: _____		
<input type="checkbox"/>	New Hire met with Program Lead/Department regarding curriculum/Textbooks		Yes / No
<input type="checkbox"/>	New Hire attended/obtained Orientation on Academic Reporting (Nuts & Bolts)		Yes / No
<input type="checkbox"/>	New Hire enrolled in Quality Matters (QM) training starting: _____		Yes / No
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"/>	Academic Affairs updates appropriate databases with instructor information (Evaluation schedule, Instructor credential database, etc.)		

**COWLEY COLLEGE ADJUNCT FACULTY PROFESSIONAL DEVELOPMENT
TRACKING SHEET FOR _____ACADEMIC YEAR**

Name (please print):		Cowley ID #:		
Date Attended	Professional Development Activity	No. of hours spent in activity	Location of Activity	No. of PD Points

Professional Development (PD) Point Values*:

- 3 pts. for attending Fall Orientation/In-service Session
- 1 pt. for attending Spring Orientation/In-Service Session
- 1 pt. for each Cowley College academic department meeting or advisory council meeting attended within your teaching discipline
- 1-3 pts. for each Cowley College faculty development workshop or work session attended (<2 hours = 1pt; 2 - 5 hrs. = 2 pts.; >5 hrs. = 3 pts.)
- 5 pts. for completion of Bb online instructor 3-week training course
- Maximum of 3 pts for non-Cowley sponsored activities - **Prior approval required**

**Point totals may vary based on offerings*

If you have earned 10 or more PD points from July 1 through June 30 of the current Academic Year, please submit this completed form by July 10 to receive a PD stipend of \$500 during the August payroll. You may return it to the Academic Affairs office at the Arkansas City campus.

Signature: _____

Date: _____

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.