

HIRING ADJUNCT FACULTY

A faculty search is not required to fill an adjunct teaching position. But, departments have the freedom to conduct a formal interview process if they desire. Departments often keep lists of individuals who have taught as adjuncts previously and sometimes a person interested in adjunct teaching will have made inquiries with the department. The College of Arts & Sciences maintains an ongoing solicitation for adjunct positions. Applicants apply to Interfolio.

If the department has no qualified candidate available, they can advertise locally using the formal job announcement from the College. Suggestions for advertising in local outlets include area newspapers, contacting area professionals and graduate programs; recommendations from the departmental faculty; and outreach to nearby institutions. The cost associated should be charged to the department. The Provost's office has an annual subscription to *Higher Ed. Job*; this is a free national advertising option that can also be used (see K. Wilson for details). General criteria used in adjunct faculty member selection include the appropriate degree for the teaching assignment and the professional credentials of the candidate, with emphasis on the extent and relevance of teaching experience. Individual departments may have additional criteria depending, again, on the needs of the teaching assignment.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that the institution employ competent faculty members qualified to accomplish the mission and goals of the institution.

SACSCOC guidelines on Faculty Credentials state that faculty should meet the following qualifications:

Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

Deviations from these requirements by alternative credentials must be approved by the Dean's and Provost's offices.

The Offers of employment are contingent upon the satisfactory completion of a criminal background check. Adjunct faculty appointments are made for a semester or an academic year, but never longer, and are renewable. Please send newly hired adjuncts to the Dean's office to complete hiring paperwork.