



Procedure Number:	AS 204
Procedure Title:	Faculty Hiring
Relevant Board Policy:	D.2.3 Qualifications for Hire
Relevant Board Procedure:	D.2.3.2 Faculty and Department Chair Positions
Relevant SACSCOC Principle:	6.2.a, Faculty Qualifications, 6.3 Faculty Appointment and Evaluation
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Hiring of Faculty

To accomplish its mission and goals, the College employs only academically qualified and professionally competent full-time and part-time (adjunct) faculty members who meet or exceed requirements listed in SACSCOC Faculty Credential Guidelines, the same credentialing requirements as align with College Academic Procedure AS 202: Faculty Credentialing and Board of Trustees Procedure D.2.3.2, Faculty and Department Chair Positions (Faculty Criteria). All faculty must satisfy all sets of coordinated standards.

These standards for academic and professional preparation and experience apply to all instructors of record regardless of full-time or part-time status. These same policies also apply regardless of instructional mode or location of delivery.

It is the responsibility of all instructors of record to provide the College with the documentation necessary to verify their academic credentials. It is the responsibility of the faculty member to bear all costs to obtain official transcripts and copies of licenses and certificates, including having international records translated, evaluated, and certified.

A multiple-step process for reviewing academic credentials will ensure that all instructional faculty document required credentials. Verification and validation of all faculty credentials is the basic responsibility of the academic instructional unit

offering the courses in which the faculty member will teach. Academic unit review includes, at minimum, audit and confirmation by the Department Chair; for permanent position hires, academic unit review also includes audit and confirmation by a faculty search committee prior to any recommendations to the Chair and, for adjunct faculty hires, audit and confirmation by a discipline lead (when one exists) prior to any recommendations to the Chair. The academic unit is responsible for requesting, gathering, reviewing, and verifying the teaching qualifications for all instructors of records for all courses it offers. Proper credentialing review must be conducted for each course taught.

Verification and validation must be completed prior to the faculty member beginning instruction in the course. This process will occur prior to any instructor's appointment, regardless of mode or location of delivery.

Ultimate responsibility for review and verification of adequacy of credentials lies with the Vice President for Academic Success.

Beyond academic qualifications alone, the academic unit will also bear primary responsibility for evaluating the overall professional competence of faculty hires.

II. Hiring Procedure

The hiring process for all faculty, whether full-time permanent, full-time temporary, or adjunct, adheres to all pertinent Board Policies and Procedures (Board Policies Section D: Personnel) and all Human Resources procedures and practices, including requirements for posting positions, budgetary requirements, and approval requirements. In all cases, the academic credentials are verified through multiple steps of review in order to ensure that the College hires only academically qualified and professionally competent faculty as instructors of record.

III. Full-time Regular Faculty

For full-time regular (permanent) faculty positions, following their budgetary authorizations and administrative approvals to fill, the Chair of the Department in which the position will be based recommends a faculty search committee and committee chair to the appropriate Dean for Academic Success. After conferring with the Dean, the Chair appoints the search committee and provide the charge.

The search committee reviews and evaluates the academic credentials and other qualities of professional competence of the candidates and recommends any viable finalists to the Department Chair. The Department Chair reviews and evaluates the academic credentials and other qualities of professional competence of the finalists. If the Chair concurs with the search committee, the Chair recommends the finalists to the Dean.

The Dean reviews and evaluates the academic credentials and other qualities of professional competence of the finalists. If the Dean concurs with the Department Chair, the Dean recommends the finalists to the Vice President for Academic Success, who in turn reviews and evaluates the credentials and competence of the finalists. The Vice President recommends finalists to the President, who following further review and evaluation, makes a decision.

The individual selected for hire is then processed through Human Resources in accordance with district procedures, including Board approval.

IV. Full-Time Temporary Faculty

The Department Chair, in accordance with Department By-Laws, may rely on the Discipline Lead (if there is one for the area of hire) to recommend appropriate individual(s) for appointment as full-time temporary faculty. The Department Chair reviews and evaluates the candidate(s) and recommends a candidate to the appropriate Dean for Academic Success

If no current adjunct faculty is available, the Discipline Lead or Department Chair reviews and evaluates candidates from the adjunct pool and recommends candidate(s) to the appropriate Dean for Academic Success.

The Dean reviews and evaluates the academic credentials and other qualities of professional competence of the finalist(s). If the Dean concurs with the Department Chair, the Dean recommends the finalist(s) to the Vice President for Academic Success, who in turn reviews and evaluates the credentials and competence of the finalists. The Vice President recommends finalist(s) to the President, who following further review and evaluation, makes a decision.

The individual selected for hire is then processed through Human Resources in accordance with district procedures.

V. Adjunct Faculty

For adjunct positions, following budgetary authorizations and administrative approvals to fill, the Chair of the Department in which the position will be based, in accordance with Department By-Laws, may rely on the Discipline Lead (if there is one for the area of hire). If a Discipline Lead is employed for reviewing and evaluating candidates and recommending finalist(s), the Department Chair also review and evaluate the finalist(s). If the Chair concurs with the Discipline Lead, the Chair recommends the finalist(s) to the appropriate Dean for Academic Success. If a Discipline Lead is not employed, the Department Chair review and evaluate the candidates directly and recommend finalist(s) to the Dean.

The Dean review and evaluate the academic credentials and other qualities of professional competence of the finalist(s). If the Dean concurs with the Department Chair, the Dean recommends the Candidate(s) to the Vice President for Academic Success who following further review and evaluation, makes a decision.

The individual selected for hire is then processed through Human Resources in accordance with district procedures.

Attachment:

Originator: Alan Cottrell

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Approved: *Laura B. Sanchez, Ed.D.*
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