

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: P 1.0  
Procedure Title: Recruitment and Selection of Adjunct Faculty  
Relevant Board Policy: [D.2.5 Hiring Authority, Status, Assignments and Duties](#)  
Relevant SACSCOC Policy:  
Originating Unit: Vice President of Academic Success  
Maintenance Unit: Vice President of Academic Success

I. Purpose: This procedure outlines the steps for hiring adjunct instructional faculty. The recruitment and application process are centralized through the Alamo Colleges Human Resources department.

II. Procedure Statement:

A. The recruitment and selection process for adjunct faculty is a coordinated effort between the hiring department, the applicable dean of academic success, the vice president of academic success (VPAS), and the Alamo Colleges Human Resources department. The process is coordinated through the Alamo Talent platform.

B. The hiring process:

1. The chair of the academic department requests that HR creates an open requisition in Alamo Talent.

2. All adjunct candidates apply for this position through Alamo Talent on an ongoing basis. They are asked to do the following: a. Complete the application form.

b. Upload all college transcripts (unofficial transcripts may be used when reviewing a candidate).

c. Upload resume.

d. Upload any pertinent certificates, licenses, or other qualifying documents.

3. Adjunct requisitions should remain open. The chair reviews applicants within the requisition on a regular basis, interviewing adjunct applicants who have the required academic credentials and experience.

4. If the department chair, in consultation with a faculty discipline expert, determines that a candidate is not sufficiently qualified and capable, the candidate will be flagged in Alamo Talent, indicating this decision. If the department chair determines that the candidate *is* sufficiently qualified and capable, the approval process continues as follows:

- a. The selected candidate must provide an official paper transcript or e-transcript mailed or emailed directly from the graduating university(ies) awarding the required academic degree or credit hours.
- b. Codify opportunity to interview and have a teaching demonstration.
- c. The chair and/or department administrative assistant completes the forms required for the adjunct hiring packet: Adjunct Faculty Recommendation Routing Coversheet, Recommendation for Appointment of Adjunct Faculty, and Graduate Hours in Teaching Area, Transcript Evaluation. The chair completes up to 3 reference check forms and includes them in the hiring packet to be forwarded to the dean. See complete list of required documents below. Additional course-by-course justification of qualifications may be required.  
When necessary, the Statement of Exception (SOE) will be included in the adjunct hiring packet.
- d. The chair submits the hiring packet to the appropriate Dean of Academic Success.
  - i. If the Dean approves, he/she signs and forwards the adjunct hiring packet to the VPAS
  - ii. If the VPAS approves, the VPAS will sign and the VPAS's administrative assistant will email the adjunct hiring packet to HR for processing.

5. HR will contact the candidate to complete a background check, provide information on the drug test process, and work with the candidate to complete the I-9 and W-4 forms.
6. If all HR requirements are met, HR notifies the candidate and sends an email to the chair and dean to notify them that the candidate's hiring process is complete. Candidates will not begin teaching before HR has completed the hiring process.

C. Summary of Forms Necessary for a Complete Adjunct Application:

1. Uploaded by Candidate:
  - Application
  - Resume
  - Unofficial transcripts of all college work may be used to review candidate. Official transcripts or e-transcript mailed or emailed directly from the graduating university and (if applicable) the university from which they earned the qualifying 18 graduate hours
2. Adjunct Hiring Packet Must Include:
  - Adjunct Faculty Recommendation Routing Coversheet
  - Recommendation for Appointment of Adjunct Faculty
  - Graduate Hours Form
  - Transcript Evaluation
  - A course-by-course justification of qualifications may be required.
  - A Statement of Exception may be required.
  - Official Transcripts (hard copy or e-transcript)
  - Candidate's Resume
  - Up to 3 Reference Checks

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Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President