



REGULATIONS

REG No.: 823

RECRUITMENT AND APPOINTMENT OF PART-TIME FACULTY

I. PURPOSE

Describes the responsibilities and procedures for hiring part-time credit faculty.

II. BACKGROUND and/or LEGAL REFERENCES

- A. No legal reference pertinent to recruitment and appointment of part-time faculty was located in the *TACC Policy Reference Manual*.
- B. Wharton County Junior College's employment practices do not discriminate on race, color, religion, age, sex, national origin, or disability.

III. DEFINITIONS

See Regulation 461 Salary Schedule for Part-Time Semester-Hour Faculty [4-19-95] for definitions of *full-time* faculty, *part-time* faculty, and *adjunct* faculty.

IV. POLICY

This regulation's authorizing policy is found in section IV.B of Regulation 821, Recruitment and Appointment of Full-Time Personnel, as follows:

Part-time temporary employees on contract may be initially appointed by the President with subsequent approval by the Board of Trustees at the earliest possible scheduled meeting of the Board.

(POLICY APPROVAL: 7-2-90, Board of Trustees)

V. PROCEDURES

- A. Delegation of Hiring Authority
 - 1. As the President's designees, the Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning may provisionally appoint part-time or adjunct faculty, with subsequent approval of the President.
 - a. The President will recommend the appointment of part-time or adjunct faculty to the Board of Trustees at the earliest possible scheduled meeting of the Board.
- B. Responsibility

1. The Human Resources Department will recruit, receive, and forward applications of qualified faculty applicants to the proper departments.
2. In cooperation with the Human Resources Department, instructional departments are encouraged to individually recruit, develop and maintain a pool of qualified part-time and adjunct faculty.

C. Verification of Credentials

The Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning, or their designees are responsible for insuring that official copies of transcripts for part-time and adjunct faculty are submitted to the Human Resources Department and that part-time and adjunct faculty possess the minimum credentials required by the Southern Association of Colleges and Schools (SACS).

VI. GUIDELINES

- A. The Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning, as the President's designees in instructional areas, are the only college officials who may appoint or hire part-time faculty.

The Senior Vice President of Instruction and the Vice President of Workforce Development, Continuing Education, and Distance Learning will designate in their appropriate areas of supervision, individuals responsible for locating and individually recruiting appropriately qualified faculty, maintaining a file-pool of qualified persons, recommending to their appropriate vice president the hiring of specific individuals to teach specific courses and completing all forms and other paperwork required by the college and SACS to document credentials and qualifications and ensure timely employee payment.

- B. Recruitment and appointment of part-time and adjunct faculty normally do not require the submission of an RAF (Recruitment Authorization Form) or a PAF (Personnel Action Form).

SLM/FRV
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JJ/BAM