

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Recruitment and Appointment of Part-Time Faculty	Section D: Personnel	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Employment Practices	Policy: DC (Legal), DC (Local)	
Subtitle: None	Date Adopted: 8-01-20	

Purpose

This procedure describes the responsibilities and procedures for hiring part-time faculty teaching credit courses.

Procedure

Part-time faculty are appointed by the President.

- A. Delegation of Hiring Authority
 - 1. As the President's designee, The Vice President of Instruction may provisionally appoint part-time faculty, with subsequent approval of the President.

- B. Responsibility
 - 1. The Human Resources Department will recruit, receive, and process applications of qualified faculty applicants and send to the proper departments.
 - 2. In cooperation with the Human Resources Department, instructional departments are encouraged to individually recruit, and refer qualified faculty to WCJC's online employment application website.

- C. Verification of Credentials

The Vice President of Instruction or designees are responsible for insuring that official copies of transcripts for part-time faculty are submitted to the Human Resources Department and that these faculty possess the minimum credentials required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Guidelines

- A. The Vice President of Instruction is the only college official who may recommend appointment of part-time faculty.

The Vice President of Instruction will designate in the appropriate area of supervision, individuals responsible for selecting appropriately qualified faculty, maintaining a pool of qualified applicants, recommending the hiring of applicants to teach specific courses, completing all forms and other paperwork required by the college and SACSCOC to document faculty credentials and qualifications and ensuring timely processing of payroll documents for their employees.

- B. Recruitment and appointment of part-time faculty do not require the submission of a Recruitment Authorization Form (RAF) or a Personnel Action Form (PAF).
- C. A list of all part-time faculty appointments must be approved by the President.

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