

# Procedure: 4.1.1p.2

## OFTC Adjunct Employment Procedure

Adjunct faculty is defined as part-time instructors in the areas of instruction, adult education, and continuing education. All part-time instructors will be placed on an adjunct faculty agreement with a lump sum payment detail. The length of the agreement will be as follows:

Instruction: Semester

Adult Education: 5-month Instruction Period

Continuing Education: Length of Class

Division Chairs/Directors work with Dean/Vice President of AA to determine the need for adjunct faculty.

If no applicant pool exists, the Dean/Vice President completes a Request to Recruit/Recommendation to Hire form, completing the top portion of the form for "recruitment." The completed form should be submitted for approval through the Vice President of AA, Vice President of Administration, and then to Human Resources for further handling. HR will then begin recruitment for the position.

If the Dean/VPAA knows of a qualified applicant and has verified the appropriate faculty credentials and pre-hire authorizations, the Dean/VPAA completes a Request to Recruit/Recommendation to Hire form, completing the lower portion of the form for "recommendation." Attached to the completed Request to Recruit/Recommendation to Hire form should be the required documents: application, resume, transcripts, Background Check Release form, and Credential Approval Form for the applicant.

The recommendation package should be submitted for approval thru the Vice President of Academic Affairs, Vice President of Administration and then to Human Resources for further handling. HR will complete the background check and contact the applicant for further pre-employment processing. The Credential Approval Form along with applicant's resume, transcripts, licensure and any other credential documentation will be sent to Institutional Effectiveness for further handling at this time. HR will also notify in writing, the Dean/VPAA, Instructional Coordinator, and Institutional Effectiveness office pertinent hiring information.

Applicant will complete new hire paperwork and make an appointment with HR to return the paperwork and be cleared to begin teaching.

Instructional Coordinators, or other department staff, are responsible for completing the

Adjunct Instructor Memo of Agreement prior to the first day of instruction. (See Adjunct Instructor Memo of Agreement Procedure)

Attachments:

Request to Recruit/Recommendation to Hire form

Background Check Release form

Credential Approval Form

Adjunct Instructor Memo of Agreement

Adopted: May 23, 2019

Reviewed: March 26, 2026

Revised: