**Job Posting for Temporary/Part-Time Adjunct Faculty in <<<COLLEGE/CAMPUS>>>**

<<<COLLEGE/CAMPUS>>> anticipates hiring Adjunct Faculty to teach in the Summer 20\_\_\_, Fall 20\_\_\_ and/or Spring 20\_\_\_ Semesters in the <<<DEPARTMENT/DIVISION>>> to teach and/or develop Lower Division Courses (100-200 Level).

Anticipated openings potentially include the following subjects:

<<<LIST ALL FIELDS/SUBFIELDS>>>.

<<<OPTIONAL recruiting paragraph about COLLEGE/CAMPUS location, mission, etc.>>>

<<<GENERIC POSITION SUMMARY GOES HERE>>>

Positions are contingent upon need each semester as determined by student enrollment levels, current course offering matrix, and demand driven by graduation requirements. Positions may be filled or eliminated each semester up to the deadline for students to drop or add courses. Candidates who are selected for these positions will report to <<HIRING OFFICIAL NAME>>>.

**Wages**

Adjunct Faculty in the <<<COLLEGE/CAMPUS>>> are currently compensated on the basis of their credentials and credit hour course loads, as follows: <<<PROVIDE PAYSCALE>>[[1]](#endnote-1), [[2]](#endnote-2)

Credentials Rate per Credit Hours

Masters <<$$$>>
Terminal Degree <<$$$>>

**Best Consideration Dates**

For best consideration please apply by these dates:

\_\_\_\_\_\_, 20\_\_\_ for Summer Semester 20\_\_\_

\_\_\_\_\_\_, 20\_\_\_ for Fall Semester 20\_\_\_

\_\_\_\_\_\_, 20\_\_\_ for Spring 20\_\_\_ Semester

**Minimum Qualifications** to teach or develop courses in the field or subfield for which you are applying are determined by Higher Learning Commission’s accreditation requirements for faculty, and must be met by one of these ways:

1. Master’s degree in the discipline or subfield; or
2. Successful completion of at least 18 graduate credit hours in an accredited program in the discipline or subfield; or
3. Ability to demonstrate tested experience that the <<<DEPARTMENT/DIVISION>>> has determined to be equivalent to a Master’s degree in the discipline or subfield.[[3]](#endnote-3)

**Preferred Qualifications**

1. Successful teaching experience in a post-secondary institution
2. Successful teaching in a community college
3. A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.

**Application Instructions**

To apply, please submit the following materials:

1. Curriculum Vitae
2. Transcript(s) sufficient to assess Minimum Qualifications
3. Cover Letter indicating which courses and/or disciplines you are interested in teaching; the days/times you are available to teach; and how your education <<AND/OR EXPERIENCE>> satisfies the Minimum Qualifications criteria
4. Three professional references who can speak to your directly relevant knowledge, skills and experience.
1. DIRECTIONS –

 Example is from UNM-Taos-PLEASE UPDATE WITH YOUR PAYSCALE [↑](#endnote-ref-1)
2. Do not include BA as a credential in the Payscale unless you also include ‘tested experience’ in the Min. Quals. [↑](#endnote-ref-2)
3. Do not include the Third Option for meeting Min. Quals. unless you are prepared to analyze *and make and keep in their personnel file, a record* of the candidate’s ‘tested experience’ that your faculty have determined to be equivalent to a Master’s degree in the discipline or subfield. Resort to ‘tested experience’ is to be avoided if possible but would be most defensible in the context of vocational-technical courses which will not transfer toward a baccalaureate. [↑](#endnote-ref-3)