TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Temporary Faculty Employment
Number: 5.2.9.1

Responsibility:	Human Resources
Last Updated:	July 23, 2023
Related Policy:	5.2.9 Adjunct Faculty Hiring

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 President

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Purpose:

The purpose of this procedure is to define the process for referral of applicants for teaching assignments and to define interdepartmental responsibilities for maintenance of a centralized system of temporary faculty personnel records.

Procedure:

The Human Resources Department will advertise for curriculum adjunct faculty prior to each semester, as requested, in an effort to build a pool of applicants. Persons wishing to teach for the Technical College of the Lowcountry on a temporary basis should apply online (www.tcl.edu/hr) to include submitting unofficial transcripts (attach to online application, email or fax to the Human Resources Office). The Deans needing adjunct faculty should review the applications/resumes and transcripts released to them via the HR Applicant Tracking system.

1. To qualify for temporary teaching assignments, applicants must meet the minimum

requirements for permanent faculty in the subject area as specified by the State Board for Technical and Comprehensive Education and be in compliance with the Credential Guidelines of the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC).

2. The Deans are responsible for contacting, interviewing and recommending qualified adjunct faculty to the Vice President for Academic Affairs. Before employment is offered, at a minimum, an unofficial copy of the prospective employee's transcript(s) must be reviewed and attached to the recommendation memo. Additionally, the Deans should complete the Credential Approval Form to summarize the adjunct faculty member's qualifying credentials.

3. The Dean is responsible for submitting the completed and approved Temporary New Hire Recommendation Memo with attachments to Human Resources for processing and verifying all other related documents required for employment have been completed prior to the beginning of employment. Human Resources will complete the background check.

   Please note: New hires and Persons who have not taught for one or more years must complete the New Temporary Employee Packet in its entirety. No temporary employee may begin work PRIOR to the completion of Human Resources Onboarding.

4. At the beginning of each Semester, the Dean will prepare Temporary Faculty Employment Agreements for those individuals selected to teach. The Dean will affix his/her signature to the Temporary Faculty Employment Agreement and will provide all information required by the document including the employee's signature.

   The employment agreement and any related documents such as a Request for Dual Employment should be sent directly to the Human Resources Office by the Dean.

   Temporary Faculty Employment Agreements must be submitted to the Human Resources Office within three (3) days of the date employment is to begin. The mandated Federal E-Verify System requires processing of employment verification (I-9 form) within three (3) days of an employee beginning work.

5. All faculty must have official transcripts for all collegiate studies on file in the Human Resources Office prior to the beginning date of employment. Official transcripts must be requested in writing by the Faculty member for direct delivery to the Human Resources Office.