



POLICY NUMBER: SLCC-HR-510 REV  
**POLICY AND PROCEDURES MEMORANDUM**

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**Title: Adjunct Placement Process Policy**  
**Original Policy Effective Date: Mar. 26, 2012**  
**Revised Policy Effective Date: Dec. 4, 2012**  
**Cancellation:**  
**Office:**  


### **Adjunct Placement Process Policy**

In an effort to provide instructional needs for the students of South Louisiana Community College. The placement of adjunct faculty personnel is an extremely important function. Full awareness of the legal parameters created by the various civil rights laws, federal laws and state laws mandates specific treatment and prohibits certain actions and is absolutely imperative when employment is made.

As adjunct faculty may be hired very close to the beginning of a term or to fill a vacant position that occurs during the semester, SLCC strives to develop and maintain a pool of qualified and screened applicants that can be offered teaching assignments. Advertisements requesting applicants will be posted 30 days before the first day of the spring and fall semester or as needed. Postings will be advertised on the college website, local job boards and in local newspapers.

#### **Adjunct Hiring Process**

1. It is the responsibility of the hiring supervisor to ensure budget is available prior to hiring a part-time adjunct instructor.
2. After review of the adjunct applicants on file if a hire can't be made the hiring supervisor can request an advertisement.
3. Adjunct advertisements will be posted on the college website, local job boards and print ads if time allows.
4. Applicants will be required to fill out an SLCC employment application and will also be required to submit copies of all college transcripts for credentialing purposes.
5. The hiring supervisor interviews applicants and makes a selection. (At the hiring supervisor's discretion, a committee approach may be used.)
6. Once a selection is made the hiring supervisor is required to send the application and transcripts to Human Resources for verification of credentials. Once confirmed the hiring supervisor can move forward with extending the offer.

7. Once offered employment the adjunct must make an appointment with the Human Resources department in order to obtain a new hire packet.
8. Hiring supervisor (Department Chair) will be required to review and complete the adjunct contract with the selected applicant. Once all signatures are obtained the contract must be delivered to the Human Resources department for setup.
9. All adjunct instructors must be notified that contract setup will not be entered until official transcripts are received directly from their awarding institutions in addition to their signed contracts.

*Reference:*

*Policy Reference:*

*Review Process:*

x	Reviewing Council/Entity	Approval Date	Effective Date
X	Original Policy: Cabinet Approval	3/19/12	3/26/12
X	Revised Policy: Cabinet Approval	12/04/12	12/04/12
X	Original Policy: Executive Committee Approval	3/26/12	3/26/12
X	Revised Policy: Executive Committee Approval	12/04/12	12/04/12
X	Original Policy: Chancellor Approval	3/26/12	3/26/12
X	Revised Policy: Chancellor Approval	12/04/12	12/04/12

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Hard Copy Distribution to Cabinet



Natalie J. Harder, Ph.D.  
Chancellor





## SOUTH LOUISIANA COMMUNITY COLLEGE

### Adjunct Faculty Appointment

Name: \_\_\_\_\_ Title: Adjunct Instructor Period of Employment: \_\_\_\_\_

Salary: \_\_\_\_\_ Department ID: \_\_\_\_\_ Department Name: \_\_\_\_\_

#### Assigned Courses:

This is to acknowledge your temporary appointment with South Louisiana Community College (SLCC). This appointment shall not include any right to permanent or continuous employment. No leave is earned under this temporary appointment. The appointment is subject to budgetary availability and the required course enrollment. In consideration of a salary the faculty member agrees to teach the assigned courses and provide all SLCC deliverables such as required official transcripts, grade submission, attendance rosters and abide by all SLCC and the Louisiana Community & Technical System (LCTCS) policies including but not limited to:

1. Perform all instructional responsibilities in accordance with the mission of the college.
2. Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Provide 1 hour of office hours for students per week per course. Make appropriate arrangements for necessary absences according to campus policies.
3. Create and maintain an environment conducive to learning and one in which all students are treated equitable and with respect.
4. Develop, distribute, and explain to all students within the first week of class, the course outline, the expectations of the course, the standards upon which students will be evaluated, the grading system, the attendance policy, safety policies, classroom management policies, and other information as deemed appropriate for new students.
5. Ensure that adequate time is devoted to class preparation such that class time is maximized to the benefit of the students and that content is presented in a professional manner.
6. Utilize a variety of teaching methods and evaluation methods, which provide for the differences in learning styles of students while covering the approved curriculum guide.
7. Maintain accurate attendance, progress, and evaluation instruments in an acceptable grade book format and file records in a timely fashion in the student's permanent file folder as directed by the Registrar. (Evaluation instruments are to be maintained for a period of time no less than two years.)
8. Always represent the College in a manner that promotes a professional and positive image, which includes adhering to the College dress code policy.
9. Perform other duties associated with the assigned courses as assigned by the college administration.
10. Must attend one professional development activity (convocation, LCTCS annual conference) each year.

I have reviewed the requirements outlined above and agree to perform all responsibilities to the best of my ability.

\_\_\_\_\_ (Employee Signature) \_\_\_\_\_ (Supervisor)

The Chancellor's signature authorizes the above action, including the begin and end dates of appointment, certifies, compliance with Article X of the Constitution of the State of Louisiana, the Civil Service Rules, the Uniform Classification and Pay Plans, and the policies issued by the Director of Civil Service, the policies of the LCTCS, and the policies of SLCC.

#### Approvals:

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Vice Chancellor

\_\_\_\_\_  
Vice Chancellor of Finance & Administration

\_\_\_\_\_  
Chancellor

#### Changes:

Reason: \_\_\_\_\_ Effect: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Dean of Instruction)

#### Verification:

I hereby verify that to my knowledge the above employee has completed the requirements set forth by this appointment. \_\_\_\_\_ (Dean)