



Adjunct Faculty Instructor Positions: Information and How to Apply

We hire adjunct instructors when:

- The college adds a new course section to the class schedule, requiring a part-time, temporary instructor to teach the course
- A permanent assistant professor has an emergency, rendering them unable to teach their class and prompting the college to hire a part-time, temporary instructor to teach during their absence

Our college administration proactively plans to hire part-time instructors in anticipation of such instances each semester. Colleges will often advertise adjunct positions to create a future pool of potential adjunct instructors to cover departments and teach students. Departments also plan to cover classes that become full to meet increased enrollment demands.

Occasionally the college experiences an emergency. In emergencies, the department must act quickly to hire a part-time adjunct instructor to teach a class when the assigned assistant professor is unavailable. We expect the department to promptly address a faculty staffing emergency and expedite the hiring process.

We will contact part-time, temporary adjunct instructor applicants if we have a business necessity to fill a position. If an adjunct job opening does not materialize, the department will send an email cancellation notice to job applicants.

Our District appreciates the time, energy, and effort that people invest when applying. We recommend that applicants continue applying for all new job openings of interest posted on our career website.

Application procedure

If you are interested in applying for an adjunct job, please visit our [careers site](#) to search current faculty adjunct job openings. Please submit a letter of interest, employment application, resume, and unofficial transcripts showing your conferred college degree(s).

Job specifications

Under the general supervision of the discipline division dean, adjunct instructors will provide lecture and/or laboratory instruction in accordance with course description, outline, and class schedule, create a learning environment, advise students concerning educational matters, evaluate student progress, and perform other related duties as assigned.



Adjunct Faculty duties and responsibilities include but are not limited to:

- Providing instruction in accordance with established curriculum, course outlines, and class schedules
- Creating and maintaining an environment that emphasizes critical thinking, learning and encourages free discussion of ideas
- Evaluating the progress of students concerning educational matters and grades student work
- Meeting with students outside of class
- Maintaining appropriate standards of professional conduct and ethics
- Maintaining current knowledge in the subject matter areas
- Fulfilling professional responsibilities of a part-time/temporary faculty member
- Maintaining accurate academic records
- Performing other related duties as assigned

For faculty positions, the minimum qualifications are:

- A master's degree in the discipline of the assignment or
- A bachelor's degree in the assignment discipline and a master's degree in a reasonably related field

A statewide "disciplines list" defines a list of reasonably related degrees. For disciplines in which a master's degree is not expected or available, the minimum qualifications are a bachelor's degree (in any major) and two years' experience in the assignment's occupational area. Assignments that fall into this category are generally in technical, trade, or industrial fields. Applicants who do not hold the required college degree must apply for equivalency. A list of relevant required degrees is available on the State Chancellor's [website](#).