

E-2b(2) PROCEDURE Hiring Procedures

Instructor Qualifications (.75 FTE or Greater)

Instructors:

Instructor(s) teaching in vocational/technical programs must possess a minimum of two (2) years of full time, or equivalent, recent, verifiable employment experience in business and/or industry related to the assigned teaching position.

Programs may have specific requirements as outlined in the specific position description. Instructors(s) teaching in some divisions must provide verification of teaching experience in the application process. Such experience must be equivalent to 18 semester hours or 288 contact (clock) hours at a secondary or postsecondary level that apply directly to the assigned instructional area.

All instructors must meet the educational (degree) requirement of the assigned position. This requirement may be an associate degree, bachelor's degree, or master's degree depending on the program area and accreditation requirements.

Each new instructor will develop and complete the Individual Development Plan (IDP). The Responsible Administrator will review and approve the plan.

Failure of a new instructor to fulfill their IDP according to the agreed upon terms and timeline shall be cause for termination.

Each new instructor will be assigned a peer instructor as a mentor to assist them, provide direction in classroom management, and to serve as a resource to the new instructor regarding College policies, procedures, and guidelines.

New instructors are encouraged to continue their formal education to assist the college in meeting national accrediting guidelines.