

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

HIRING PART-TIME FACULTY

1. The appropriate administrator shall work with the Human Resources Office in locating and hiring qualified part-time faculty.
2. Posted qualifications for faculty positions generally exceed minimums. The minimum qualifications for faculty are as follows:
 - a. For teaching in a general education area or a non-occupational area, a Master's Degree or higher in the discipline or subfield is required. If a degree is held in another discipline or subfield, faculty member's transcript must show 18 graduate credit hours in the discipline or subfield in which they would like to teach. Note: Subfield is defined as discipline courses that require a specific level of educational knowledge in that particular area.
 - b. Faculty teaching in career and technical education college-level certificate and occupational associate degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience may substitute for an earned credential or portions thereof. Schoolcraft College will determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. Tested experience must include a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.
 - c. Prior experience as an instructor, as a counselor, or librarian is required for application; two (2) years of experience minimum for career programs.
3. Where necessary, the Human Resources Office prepares an appropriate notice of vacancy and/or advertisement.
4. The Human Resources Office receives all applications, transcripts, and other materials required to complete the application via the online application system.
5. Application materials are stored within the online application system.

6. The appropriate administrator notifies the Human Resources Office of the selected candidates.
7. Employment is contingent upon satisfactory results of a selected candidate's background checks.

Adopted—Cabinet
February 25, 1997
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May 17, 2016