

Procedure: 4.1.1p4 Hiring, Interruption, & Termination of Part-Time Adjunct Faculty, Tutors, & Lab Assistants

Approved: October 19, 2020

References: [SBTCSG Policy 4.1.1](#)

Hiring Adjunct Faculty, Tutors, & Lab Assistants

Vacant part-time adjunct faculty, tutors, and lab assistant positions shall be filled and scheduled by selecting the best-qualified applicant on the basis of merit. Offer of employment extends for a single academic term.

The college shall conduct all recruitment activities in accordance with the Statement of Equal Opportunity and all other applicable laws, rules and regulations. The college shall not discriminate against any employee or applicant for employment in regard to job application procedures, the recruitment, hiring, advancement, promotion, demotion, transfer, layoff or termination of employees, employee compensation (including rate of pay), job training (including selection for training), and other terms, conditions, and privileges of employment on the basis of religious opinions or affiliations, race, color, national origin, disability, sex, or age.

Hiring Process for Adjunct Faculty, Tutors, and Lab Assistants

- The Academic Dean notifies the Director for Human Resources of an available adjunct, tutor, or lab assistant position and provides details on the position's qualifications.
- The HR Director creates a position announcement with appropriate minimum and preferred qualifications and posts in Team Georgia Careers.
- HR Director screens applications and moves forward those meeting minimum qualifications to the Hiring Manager for review.
- Applicants who do not submit a completed application and all required documentation in accordance with the procedure outlined in the job announcement by the established closing date (if applicable) may be excluded from consideration for the position.
- Hiring Manager reviews applications to determine if the candidates meet any of the preferred qualifications for the position; the most qualified applicant(s) are scheduled for an interview. The college is prohibited from conducting a pre-employment medical examination of an applicant, making inquiries as to whether an applicant is an individual with a disability, or making inquiries as to the nature or severity of an applicant's disability.
- Upon completion of the interview(s), the Hiring Manager decides to make an offer or continue the search.
- Once a decision is made to hire, the offer of employment is made by the Academic Dean contingent on successful completion of a background check and verification of credentials. At this time, the college may also require a medical examination and/or inquiry before the candidate begins his or her employment duties (if all entering employees in the same job category are subjected to such an examination and/or inquiry regardless of disability) and may condition the offer of employment on the results of such examination and/or inquiry.

Interruption & Termination of Employment for Adjunct Faculty, Tutors, & Lab Assistants

Adjunct faculty, tutors, and lab assistants are employed on an at-will basis.

Part-time adjunct faculty, tutors, and lab assistants may expect a reasonable level of communication from the college regarding their prospects for continued employment. When employment of an adjunct faculty, lab assistant, or tutor is not renewed because there is no need for their services, the Academic Dean or his or her designee will notify the employee in writing, providing an explanation of why their services are not needed in a given semester.

A part-time adjunct instructor, tutor, or lab assistant who is not scheduled for work for a period of twelve months will be required to reapply for employment.

When a performance issue arises, the Academic Dean or designee will notify in writing the adjunct faculty, tutor, or lab assistant to address inadequacies. Inadequacies may be determined through classroom observations, missed deadlines, student evaluations, failing to meet contact hours, or lack of communication. The college shall provide effective communication for persons with disabilities and may not take adverse action against an employee with a disability based on a failure of effective communication.

The Academic Dean or his or her designee will monitor the performance of the adjunct, tutor, or lab assistant to determine if expectations are met. An employee who is unable or unwilling to meet clearly communicated expectations will not be offered continued employment. A copy of these communications will be forwarded to the Human Resources office.

An employee who violates State Board of the Technical College System of Georgia policies, or federal, state, or local laws, and is fired for cause will be terminated immediately. The Academic Dean will compile all relevant documents and forward these to the Human Resources office.

All decisions regarding interruption or termination of employment will be based on legitimate non-discriminatory and non-retaliatory business reasons. This includes, but is not limited to, decisions about scheduling, hours, course assignments, and continued employment of part-time adjunct faculty, tutors, and lab assistants. For example, it would be discriminatory to base such a decision on an individual with a disability seeking or utilizing reasonable accommodations or taking approved leave due to disability. *See also* SBTCSG Reasonable Accommodations in Employment Procedure 4.6.2p.

Procedure: 4.1.1p5 Processes for Scheduling Part-Time Adjunct Faculty, Tutors, & Lab Assistants

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References: [SBTCSG Policy 4.1.1](#)

Part-time adjunct faculty, tutors, and lab assistants are scheduled for work assignments based on the employee's skills and qualifications and on the instructional needs of the college in a given semester.

Part-time adjunct faculty, tutors, and lab assistants are employed on an at-will basis and are not guaranteed employment from semester to semester or a number of hours to be worked per week.

A part-time adjunct instructor, tutor, or lab assistant who is not scheduled for work for a period of twelve months will be required to reapply for employment.

Scheduling Process for Adjunct Faculty

- Program Directors or Division Chairs develop a semester course schedule and submit it to their Academic Dean for approval.
- After full-time faculty are assigned their required course load, remaining courses are staffed by adjuncts based on instructors' credentials and hours of availability.
- Written notification of course assignments will be provided to adjuncts for confirmation and acceptance.
- Adjunct faculty may be compensated on an hourly or lump sum payment basis. Such appointments shall encompass a single academic term and the terms and conditions of employment shall be outlined in a memorandum or letter of agreement.
- Adjuncts are not guaranteed continued employment semester to semester or number of classes/sections per term based on multiple factors such as low enrollment or full-time faculty work load.
- Decisions regarding continued employment must be based on legitimate non-discriminatory and non-retaliatory business reasons. Decisions regarding continued employment based on an individual with a disability seeking or utilizing reasonable accommodations or taking approved leave due to disability, for example, violate SBTCSSG policy. *See also* SBTCSSG Reasonable Accommodations in Employment Procedure 4.6.2p.

Scheduling Process for Lab Assistants & Tutors

- Program Directors or Division Chairs develop a schedule of days/times when lab assistants and tutors are needed.
- Program Directors or Division Chairs staff the work schedule based on course content aligning with assistants' and tutors' work experience, qualifications and hours of availability.
- Written notification of the work schedule will be provided to lab assistants and tutors for confirmation and acceptance.
- Lab assistants and tutors are not guaranteed continued employment semester to semester or a specific number of hours to be worked per week based on multiple factors such as low enrollment, course offerings, or program needs.
- Decisions regarding work schedules may not be based on unlawful factors such as race, color, sex, national origin, age, or disability. For example, decisions regarding work schedules may not be based on a person with a disability seeking or utilizing reasonable accommodations or taking approved leave due to disability. *See also* SBTCSSG Reasonable Accommodations in Employment Procedure 4.6.2p.