

SECTION 1100.03

APPLICATION, RECRUITMENT AND APPOINTMENT PROCEDURE FOR PART-TIME AND ADJUNCT FACULTY

Part-time and adjunct faculty are recruited on an as-needed basis for On-Campus, Outreach Programs/Community Education, and Grand Forks Air Force Base courses. The procedures are as follows:

1. Advertisements are made periodically for part-time and adjunct faculty pools with the areas of need listed. The pool of candidates is maintained by the appropriate supervisor. Applications are reviewed and interviews are conducted by the applicable supervisor.
 2. Upon selection of a part-time or adjunct faculty member, he/she is given the necessary payroll forms. The supervisor initiates a contract and following established procedures for part-time compensation forwards it to the Administrative Affairs Office for processing.
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History