

**WEST KENTUCKY COMMUNITY & TECHNICAL COLLEGE
ACADEMIC AFFAIRS
ADJUNCT FACULTY HIRING FORM**

LAST NAME	FIRST NAME	MI	SS#
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QUALIFICATIONS (Highest Degree):

Degree: _____ **Major:** _____ **School:** _____ **Year:** _____

TRANSFER—GENERAL AND NON-GENERAL EDUCATION COURSES:

At least 18 graduate semester hours in the teaching discipline and holds a master's degree OR Holds the minimum of a master's degree with a major in the teaching discipline

Qualified at Master's Degree Level: teaching discipline _____, gsh _____
(Master's Degree in the field; or master's degree with at least 18 hours in the teaching discipline)

Qualified at one year beyond Level: teaching discipline _____, gsh _____
(24 hours beyond the Master's Degree, with at least 18 hours in the teaching discipline)

NON-TRANSFER—GENERAL EDUCATION, OCCUPATIONAL/TECHNICAL, DEVELOPMENTAL, PHYSICAL EDUCATION COURSES:

Appropriate academic preparation OR Academic preparation coupled with work experience, at a minimum of the same level as teaching

Qualified at Master's Degree Level:
teaching discipline _____, gsh _____ OR
related discipline _____, gsh _____

Qualified at _____ Bachelor's OR _____ Associate's Degree Level:
teaching discipline _____ OR
related discipline _____

Qualified by Work Experience and Teaching Experience:
Years/Months _____

List other qualifications such as diplomas/certificates, licensures (include license #)/certifications, honors/awards, continued professional development:

COURSES: Term: _____ Expected Start Date: _____

Course ID _____	Catalog Nbr _____	Section _____
Course ID _____	Catalog Nbr _____	Section _____
Course ID _____	Catalog Nbr _____	Section _____
Course ID _____	Catalog Nbr _____	Section _____

COMPLETE THIS FORM AND FORWARD TO THE CHIEF ACADEMIC OFFICER WITH THE APPLICANT FILE FOR APPROVAL.

Assistant Dean / date

Approved: _____
Chief Academic Officer / date

Not approved by CAO: ___ Reason: _____

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APPROVED TO TEACH THE FOLLOWING COURSES:

TRANSFER COURSES

- Art
- Biology
- Business (specify area)
 - Accounting
 - Economics
 - Real Estate Mgmt
 - Other _____
- Communication/Speech
- Computer & Info Technology
- Education
- English
- Foreign Language (specify area)
 - French
 - Spanish
 - Other _____
- History
- Mathematics
- Music
- Nutrition
- Photography
- Physical Sciences (specify area)
 - Astronomy
 - Chemistry
 - Physics
- Social Sciences (specify area)
 - American Govt.
 - Geography
 - Philosophy
 - Psychology
 - Sociology
- Theatre
- Other _____

NON-TRANSFER COURSES

- Accounting Technology
- Air Conditioning
- Autobody
- Barber/Stylist
- Business Administration
- Computer Aided Drafting & Design
- Construction/Carpentry
- Cosmetology
- Criminal Justice
- Culinary Arts
- Dental Assisting/Hygiene
- Diagnostic Medical Sonography
- Diesel Technology
- Fire and Rescue
- Health Physics
- Historic Preservation
- Information Technology
- Interdisciplinary Early Childhood Education
- Machine Tool Technology
- Manufacturing Industrial
 - MIT: Electrical
 - MIT: Engineering
 - MIT: Industrial Maintenance
- Medical Assisting
- Nursing Assistant
- Office Systems Technology
- Paramedic Technology
- Physical Therapist Assistant
- Practical Nursing
- Radiography
- Realtime Captioning
- Respiratory Care
- Surgical Technology
- Transitional Education (specify area)
 - Reading
 - Math
 - Writing
- Truck Driver Training
- Visual Communication—Multi-media
- Welding Technology
- Other _____

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APPLICANT FILE:

- Employment Application
- Letter of Application
- Resume/vitae
- 3 Letters of Recommendation

- Official Transcripts (Copies of transcripts are adequate until position is offered)

Schools:

- Criminal Background Check (cleared) _____
- Sent to HR; Results Pending

- Include copy of Ad if advertised

NOTES: _____

ACADEMIC AFFAIRS USE:

- Enter Application in PeopleSoft
- Enter in the PeopleSoft Instructor/Advisor Table (email active directory)
- Enter as the instructor for courses listed
- Prepare files
- Add to Employee Database
- Notified HR on _____

Empl ID: _____

NOTES: _____
