

Adjunct Faculty Selection Process

April 2011

Applicants must fill out an online application at http://www.wvcc.wy.edu/hum_res. Complete the application, and e-mail your resume and other materials to the Human Resources Office.
HR will route applications to the appropriate Division for an evaluative review.

Credentials			
In order to teach Transfer Courses			In order to teach Career and Technical Courses
Master's degree in content area	Related master's degree or significant graduate work in content area	Bachelor's degree in content area and demonstrated expertise in teaching and content area	Bachelor's degree in content area or demonstrated expertise in teaching and content area
	Application may proceed to next tier, but with reservations.		

Interview

Although face to face interviews are preferred, this is not always possible, and phone interviews are acceptable. Interviews may not be required if the applicant's abilities are known personally by the Academic Division. Applicants may be asked to demonstrate their teaching proficiency in a presentation.

Approval

Approval is first by Academic Division and then by Vice President for Student Learning. Approved adjunct faculty are notified by the VP for Student Learning or the Director of Distance Education.

Notification of approval does not guarantee employment. The College's needs vary from semester to semester, and full-time faculty are given preference for teaching assignments.

Receipt of a teaching assignment as an adjunct faculty at Western Wyoming Community College does not guarantee receipt of another assignment at any time thereafter.

Approved adjunct faculty will be evaluated by the Academic Division as well as by the students in their classes.