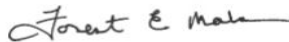


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EMPLOYMENT, ORIENTATION, AND EVALUATION OF ADJUNCT FACULTY	Procedure Number: 3-3-124.1
Institutional Authority:	Chief Academic Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	3-3-124	

Approved:



President



Chief Academic Officer

Date

Adopted: 07/01/2004

Date

Revised: 04/01/2024

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. EMPLOYMENT

- A. The Human Resources Office (HR) will accept applications, resumes, and official College transcripts of applicants who desire to apply for adjunct faculty positions. Unofficial transcripts may be used for initial hire. However, adjuncts without official transcripts on file in HR by the end of the semester will not be offered continued employment.
- B. Applications, resumes, and transcripts will be maintained in an applicant pool file that may be accessed by the Chief Academic Officer, Division Deans, and Department Chairs. Adjunct faculty must satisfy SACSCOC credentialing requirements.
- C. Upon completion of the interviewing process, the Department Chair, Division Dean, or the Chief Academic Officer will notify the HR Office of the new hire and direct the adjunct instructor to coordinate with the HR Office to complete the onboarding process.