



## ADJUNCT FACULTY EMPLOYMENT PROCEDURES

The Colleges of Arts and Sciences and Education are always interested in attracting highly qualified adjunct faculty to teach University level classes. Candidates who have excellent subject matter knowledge, a strong theoretical background to teach in our programs, and who meet the selection criteria below are encouraged to apply.

### **MINIMUM QUALIFICATIONS**

1. M.A. or M.S. and M.F.A. from a regionally accredited university with specialized training in the desired field; Doctorate desired.
2. Successful experience in the area of expertise;
3. Current certificates/licenses in the specific discipline(s) to be taught (if any).
4. Ability, or willingness to learn how, to use technology in teaching and assessment (internet, My Heritage, etc.)

### **APPLICATION PROCEDURES**

Interested applicants are invited to submit the application package containing the following items:

- [ ] **Completed Application**
- [ ] **Resume/Curriculum Vitae:** Provide a current résumé that includes personal and biographical information, scholarly work (presentations, publications) service, honors, residence and business addresses and telephone numbers, e-mail address, educational background, professional experiences, and evidence of teaching effectiveness and other information you believe will be helpful in the assessment of your candidacy.
- [ ] **Official Transcript:** Order an official transcript showing your highest degree and have it mailed or emailed to the Office of Human Resources.

**Send all application materials to:** The Office of Human Resources via secure portal or mail.

**Mail:** 3240 Fort Road

**Secure Portal**

Toppenish, WA 98948

Attn: Human Resources

*\*Adjunct faculty applications are kept on file for one academic year.*

### **DURATION OF EMPLOYMENT**

An Adjunct Faculty appointment for one semester does not create an actual or implied contractual promise for additional or future appointments.