THE PROCESS FOR HIRING OF NEW PART TIME INSTRUCTORS IN CREDIT-BEARING COURSES AT PENINSULA COLLEGE

Hiring of New Part Time Instructor at the Branch Sites
1. At the branch sites, the site Coordinator identifies the need for a new part time instructor position.

2. The Coordinator sends a request to the appropriate Port Angeles Campus Dean that is most associated with the disciplinary program/course(s) in which the new instructor will be teaching, requesting that the Dean identify the disciplinary-based qualifications they feel are necessary for the position.

3. The site Coordinator conducts the Search following all Peninsula College H.R. policies and practices (always check with the Director of H.R.).

4. The site Coordinator conducts the initial interview of any candidates, and then sends the application packets from the finalists to the appropriate Dean at the Port Angeles campus for review.

5. The Dean, and the faculty that the Dean chooses (and Program Coordinator, as appropriate), reviews the applications to determine the suitability of the candidates.

6. The site Coordinator makes arrangements for the candidate or candidates to come to the Port Angeles campus for an interview and a 10-15 minute teaching demonstration with the appropriate Dean (or their designee) and at least 1 other faculty from an appropriate discipline.

7. The Dean sends a letter to the site Coordinator indicating which of the candidates have the appropriate background, performed adequately in the teaching demonstration, and would be acceptable in the classroom.

8. The final decision on which of the acceptable candidates will get the job is left to the site Coordinator.

Emergency Hiring of New Part Time Instructor at the Branch Sites

Steps 1-5 are followed as above.

6. The Dean sends a letter to the site Coordinator indicating which of the candidates have the appropriate background and would be acceptable in the classroom.

7. The final decision on which of the acceptable candidates will get the job is left to the site Coordinator.

This process must be conducted quickly in order for the site coordinator to have the best chance for a successful hiring practice.
Hiring of New Part Time Instructor at the Port Angeles Campus

1. The Dean in consultation with the Administrative Assistant for the Vice President of Instruction, program coordinators, etc. will identify the need for a new part time instructor position.

2. The Dean conducts a search, as needed, following all Peninsula College H.R. policies and practices (always check with the Director of H.R.).

3. The Dean, and the faculty that the Dean chooses (and Program Coordinator, as appropriate), reviews the applications to determine the suitability of the candidates.

4. The candidates come to the Port Angeles campus for an interview and a 10-15 minute teaching demonstration with the appropriate Dean (or their designee) and at least 1 other faculty from an appropriate discipline to determine the suitability of the candidates.

5. The final decision on which of the candidates will get the job is left to the Dean, or their designee.

Emergency Hiring of New Part Time Instructor at the Port Angeles Campus

Steps 1-3 and 5 are followed.