



Policy/Procedure Name: General Education Part Time Faculty Hiring Protocol for City College
Policy/Procedure Number: 3101
Effective Date: November 5, 2013
Revision Date:
Responsible Party: Academic Affairs, City College
Approved by: MSU Billings Provost and Vice Chancellor for Academic Affairs

PROCEDURE:

- I. City College establishes General Education course offerings based on student demand in cooperation with University Campus sponsoring Academic Department.
- II. City College personnel then schedule the courses agreed to be offered and make sure the relevant University Department are notified of the resulting schedule.
- III. City College General Education Chair works with the University Department Chair, and program faculty, adjuncts, part-time faculty, etc., to determine/propose a qualified instructor. Credentials and qualifications should conform to any relative BOR policies. Relevant Academic Department Chair at University Campus must approve credentials and qualifications of instructor for initial hire.
- IV. City College Dean evaluates and approves/disapproves instructor recommendation. Any disapproval must be “for a justifiable cause.”
- V. City College personnel prepare hiring paperwork (ETF’s), orientate new instructor, facilitate course evaluations with IT, facilitate other administrative and facility issues for new instructor such as parking arrangements, keys, etc. Full time faculty from the related discipline on either college campus should facilitate syllabi preparation, academic orientation, etc. Once hired, part time faculty on the City College campus will keep City College administration and related staff aware of any issues related to facilities, student concerns or discipline, technology, etc.
- VI. The City College Dean will also include the estimated cost of part time faculty for University general education courses taught at City College in the City College part time faculty needs submission to the Budget Office.
- VII. After semester is complete, course evaluations are forwarded to both City College General Education Chair and appropriate university campus chair. If results are deemed favorable by both campuses, this instructor can be approved for 3 years to be hired on a semester by semester basis by City College. Then City College can work with hiring them directly during this period for the same course or other courses in the same areas that they are deemed qualified to teach. University campus may also delegate “permanent” hiring authority for individual instructors that have proved to be consistently high performers.