



## Instructions for Completing Adjunct Application

Dear Applicant,

We appreciate your interest in applying for a part-time teaching position at College of the Siskiyous (COS). In order to help us process your application materials, please follow the instructions provided below and submit all application materials to the Human Resources Office.

**Note:** *If you are applying to teach in more than one discipline, you do not need to fill out multiple applications.*

1. Submit a complete application packet. This packet should include:
  - a) A College of the Siskiyous **academic application**. Applications are available in PDF or MS Word formats online at <http://www.siskiyous.edu/jobs> OR available from our Human Resources Office on the Weed, CA campus of COS. *(We also encourage, but do not require, that you submit a **confidential demographic information form**). The confidential demographic information form is available in PDF format online at <http://www.siskiyous.edu/jobs> .*
  - b) College **transcripts** of all of your undergraduate and graduate level coursework. *Transcripts must include the degree(s) earned and date(s) degree(s) were completed. **Official transcripts are not required to be submitted when you initially apply for a position, however, must be provided upon hiring.** If transcripts are from an institution outside of the United States, applicants must provide a formal evaluation of their foreign degree(s) at the time of application.*
  - c) A **résumé** summarizing your educational and professional experiences.
  - d) Additional **support materials** that will help us certify your qualifications to teach classes at COS. These supplemental materials may include: letters of recommendation, copies of licenses or professional certifications, and other similar documents.
2. If your application packet is incomplete (i.e., if your packet is missing any of the information listed above), the Human Resources Office will notify you in writing and your application will be held in the Human Resources Office until your packet is complete. You will have 30 days to complete your application. Incomplete packets will not be considered for employment.
3. Your completed application packet will first be reviewed by the Director of Instructional Services, documenting your educational and employment history, and certifying the discipline(s) in which you are minimally qualified to teach\*. The appropriate Administrator, Area Director or Division Dean will then review your packet and recommend which discipline(s) your name should be added to our pool of qualified instructors.
4. Your application will then be returned to the Human Resources Office, and you will be notified that you *have or have not* been added to our pool of adjunct instructors.

5. Applicants who are added to our pool of potential instructors will be contacted by the Director of Instructional Services, the appropriate Area Director, or the Division Dean for an interview as instructors are needed to fill vacancies.

We appreciate your interest in teaching at College of the Siskiyous, and encourage you to contact our Human Resources Office at (530) 938-5317 if you have questions about applying for a position at COS.

---

**\*Minimum Qualifications to Teach at a California Community College:**

The College of the Siskiyous complies with the document titled, "Minimum Qualifications for Faculty and Administrators in California Community Colleges" approved by the Chancellor's Office for California Community Colleges. ***Applicants are strongly encouraged to review the minimum qualifications for the disciplines in which they are interested in teaching.*** This document is available at [http://www.cccco.edu/divisions/grea/min\\_qual/min\\_qual.pdf](http://www.cccco.edu/divisions/grea/min_qual/min_qual.pdf) . Most disciplines require a minimum of a Master's Degree (or the equivalent) in the discipline in which the class is categorized. Some business, technical education, or coaching assignments require either a Master's Degree, **OR** a Baccalaureate Degree and 2 years of professional experience **OR** an Associate Degree and 6 years of professional experience **OR** the equivalent. Some adjunct teaching assignments may require additional industry specific certifications or licenses.