



PART-TIME FACULTY APPLICATION CHECKLIST

Before completing an application, please make sure that you meet minimum qualifications:

- ❑ If you would like to teach at the associate degree level, can you answer “yes” to the following: **Do you have a Master’s Degree with 18 graduate semester hours in an instructional discipline offered at Calhoun Community College?**
- ❑ If you would like to teach developmental courses, can you answer “yes” to the following: **Do you have (1) a bachelor’s degree in a discipline related to the teaching assignment and (2) either classroom experience in a discipline related to the teaching assignment or graduate training in remedial education?**
- ❑ If you would like to teach in professional, occupational and technical programs not usually resulting in college transfer, can you answer “yes” to the following: **Do you possess an academic degree at the same level at which you wish to teach? Can you provide documentation of outstanding professional experience and demonstrated contributions to the teaching discipline?**

In order to avoid delays in having your application processed, please complete the following checklist:

- ❑ I meet minimum qualifications for a discipline offered at Calhoun Community College. (Please check the Catalog to make sure Calhoun offers courses in your credentialed area.)
- ❑ The Office of Human Resources has received my application for part-time teaching.
- ❑ I have requested that **official** transcripts from **each** college attended be mailed directly to the Office of Human Resources. (The evaluation process will not begin until all transcripts have been received. We cannot accept unofficial copies, faxes, or e-mails of transcripts. Applicants must provide transcripts from each college attended, regardless of the number of courses taken and whether or not that institution conferred a degree.)

FREQUENTLY ASKED QUESTIONS

- **I already have an old part-time teaching application on file from previous employment. Do I have to submit a new application?**
Answer: Yes. We need to make sure that we have your current information correct in our database. You do not have to resubmit official transcripts already on file.
- **How do I apply for a part-time teaching position?** Answer: Submit the application form and have official transcripts from each college attended mailed to the Office of Human Resources, Calhoun Community College, PO Box 2216, Decatur, AL 35609-2216. Applications may also be brought to the Wallace Administration Building, Room 205, on the Decatur campus.
- **How soon will I hear something and how will I know if I qualify?**
Answer: The evaluation process will not begin until all transcripts have been received. We cannot accept unofficial copies, faxes, or e-mails of transcripts. Applicants must provide transcripts from each college attended, regardless of the number of courses taken and whether or not that institution conferred a degree. Once all required documents have been received, we will forward your application materials to the appropriate academic department for evaluation of your credentials and experience. A rating will be assigned, and your materials will be returned to the Office of Human Resources. You will receive a letter notifying you of the outcome of the evaluation. Copies of qualified applicants will be distributed to the site directors who are responsible for assigning part-time faculty members to classes. Should a part-time position become available, one of our site directors may contact you for an interview.
- **Can I apply directly with the academic department?** Answer: No. The Office of Human Resources is the unit of the college responsible for the application process. Only those applicants applying through the Office of Human Resources can be considered. You may contact the site director, department or division chair for more information about potential openings and class offerings.
- **I have a Master's degree in Education. Will that qualify me to teach at Calhoun?** Answer: Your transcripts must show a Master's degree with at least 18 graduate semester hours in an instructional discipline to teach at the associate degree level. For example, if you want to teach Math, you must have 18 graduate semester hours in Math. Please review course offerings or contact the department directly for openings in your credentialed area. [Click here to view the Calhoun Community College Catalog for a list of course offerings.](#)
- **My transcripts are in my maiden name. How can I make sure they are put with my application?** Answer: Please list your maiden name on your application form or ask the college or university to list your current name on your transcript. Letting us know that we may receive transcripts

for you under a different name will help ensure that all of your application materials stay together.

- **Why must I send transcripts from colleges where I only took a class or two? That coursework shows up on my other transcripts as transfer work.** Answer: According to the Southern Association of Colleges and Schools, we must have official transcripts from the institution granting the credit in your personnel file.
- **I received my degree in a country outside the U.S. Will I still be eligible to teach at Calhoun?** Answer: Since you have attended institutions outside the United States, we request that you have a translation of your coursework submitted to this office from an accredited translation service (e.g., World Education Services, Inc.) Upon receipt of an official translation, we will have your application processed. In this case, translation refers to an evaluation report with a detailed description of academic records with their corresponding value in U.S. terms. If necessary, the transcript is also translated into English.