

# adjunct faculty position



## Human Resource Services

915 S. Mooney Blvd.  
Visalia, CA 93277-2214  
(559) 730-3776  
E-Mail: [SharonT@cos.edu](mailto:SharonT@cos.edu)  
Web site: [www.cos.edu](http://www.cos.edu)

### Availability

- weekend and/or evening classes
- classroom instruction at off-campus centers in nearby communities

### Description of Position

College of the Sequoias is continuously seeking to build a pool of adjunct faculty to teach in the various divisions. Adjunct faculty at the College are an integral part the College's staff, helping us meet the needs of our students. In addition, adjunct faculty often bring a wealth of practical experience to the classroom.

A collective bargaining agreement exists, and membership in the College of the Sequoias Adjunct Faculty Association / Communication Workers of America [COSAFA/CWA] or payment of a service fee is required.

Initial salary placement with a Master's Degree on Step 1 Lecture rate is \$47.37 an hour.

### HRS Web Site Directions

- [www.cos.edu](http://www.cos.edu)
- Click on **Faculty & Staff** [bottom of the screen]
- Click on **Human Resources** [left side of the screen]
- Click on appropriate box, i.e.

**Employment Opportunities**

**Equivalency Policy**

**Minimum Qualifications**

### Minimum Qualifications

In order to teach in a discipline, all faculty must meet the minimum qualifications as established by the California Community Colleges Chancellor's Office.

These minimum qualifications may be found on the COS HR Web site. Directions to the COS HR web site are explained in the column on the left.

Listed in the book of minimum qualifications will be disciplines which require a specific master's degree. For example:

Chemistry     Master's in chemistry **OR**  
Bachelor's in chemistry or *biochemistry*  
**AND** master's in biochemistry, chemical  
engineering, chemical physics, physics,  
molecular biology, or geochemistry **OR**  
The equivalent

There are also disciplines where a master's degree is not generally expected or available. Disciplines on this list require any **bachelor's degree** and **two** years of experience or any **associate degree** and **six** years of experience. For example:

Auto Mechanics     Stagecraft     Fire Technology

### Equivalency Requirements

The minimum qualifications for a COS faculty member may be met by equivalency. If you claim equivalency, you will need to read Board Policy 5001 and prepare the paper work necessary for submission to the Equivalency Committee. These documents can be found on the HR website



## No Master's Degree?

You may qualify to teach as an *INTERN*.

### Qualifications:

In academic disciplines you must be enrolled in a graduate program and have finished at least half your coursework.

For most vocational disciplines, you must possess any license or certificate required to do the work, be within one year of finishing your associate's degree, and have six years industry experience.

## Application Procedure

Applicants **must** submit the following materials.

- Completed COS academic/administrative application form
- Resume
- Letter of interest which states the discipline applied for, your degrees, and your work experience (including the number of years of related experience.)
- Unofficial transcripts
- One letter of recommendation
- If claiming equivalency, the completed equivalency documents must be attached.

### Send to:

Human Resource Services  
Adjunct Application  
College of the Sequoias  
915 S. Mooney Blvd.  
Visalia, CA 93277-2214

**Note:** Incomplete application packages will **not** be forwarded to the division chair or area administrator for consideration in the hiring process. All documents received become the property of the District and will not be returned. Human Resource Services will **not** copy any of the materials submitted for the applicant.

## Screening Procedure

Only **complete** application packages will be evaluated and forwarded to the appropriate division. Application packages will be screened to determine whether or not the applicant will be invited for an interview and teaching demonstration.

If a position does not exist in the discipline applied for, the application will be kept on file for a minimum of one year. All costs incurred as a result of the application/ selection process shall be borne by the applicant.

## Questions

If you have any questions about the application process, please contact:

Sharon Taylor

Human Resource Assistant

e-mail: [SharonT@cos.edu](mailto:SharonT@cos.edu)

phone: 559.730.3776

## Notice to all Adjunct Applicants for Employment

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

College of the Sequoias is an Equal Employment Opportunity Employer, committed to equal opportunity and treatment in all aspects of its relations with faculty, students and staff members, without regard to race, color, national and ethnic origin, sex, sexual orientation, marital status, religion, age or handicap.