




Northern Marianas College Procedure

Procedure No.: 5002.5 Procedure Title: Appointment of Faculty
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President 
Board Policy No. Associated with this Procedure: 5002
This Procedure Supersedes/Replaces: BOR Policies 4418 and 4419

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure defines the process for appointment of faculty at Northern Marianas College

Areas of Responsibility The Dean(s), Department Chair(s) and President shall work with the Human Resources Office to ensure the efficient appointment of qualified faculty.

Procedure details Full-Time Faculty

I. Full-time faculty members recruited in accordance with Procedure 5000.2 and are appointed by the President upon the recommendation of the Dean.

A. Prior to a consideration of hiring full-time faculty, the Department Chair or Director, the President and the Dean(s) shall determine general faculty staffing needs.

B. Prior to the final selection of a candidate, the Director of Human Resources checks references and transcripts, and recommends a salary grade and step. The two best candidates who have been screened and interviewed by the Committee are recommended to the President for final decision.

C. Salary upon initial appointment, promotion or transfer shall be made in accordance with Procedure 5000.8. Education credits must be verified by official transcripts from institutions of higher education with regional accreditation from an accreditation agency recognized by the United States Department of Education or a non-US institution of equivalent standing (See Board of Regents Policy 5005). Additional cumulative experience and

qualifications such as workshops, seminars and related experiences in the field must also be documented.

All instructors must meet the minimum degree requirements for courses they will teach, as are set forth in Board of Regents Policy 5005 and related implementing procedure(s). The Director of Human Resources and the Dean of Academic Programs and Services shall certify eligibility of all qualified applicants before they are extended an interview.

In addition to academic credentials, the College recognizes the need for technical and vocational skills development. In order to offer the level of instruction required to assist students to achieve this objective, it is important for the instructor to possess the experience and abilities detailed in Procedure 5005.1. This experience may be used for initial placement.

As a component of the interview process, all full-time faculty candidates must give a short presentation on a topic assigned to demonstrate both teaching ability and subject matter competence.

D. Criteria for Evaluation of Credits and Related Experience

For applicants with part-time teaching experience, thirty (30) credit hours of post-secondary teaching experience shall be equivalent to one (1) year of full-time post-secondary teaching experience

E. The Director of Human Resources prepares the necessary documents for final approval by the President.

Part-Time Faculty

Part-time faculty members are appointed as College employees, and are paid based upon the number of credits taught. The College shall ensure that the rate of pay meets all legal requirements.

- I. The College perpetually accepts applications for part-time / adjunct instructor positions. As needed, the Dean(s) and Department Chairs or Directors will review applications received by the Human Resources Office when seeking to assign adjunct faculty instructional responsibilities at the College.
- II. When seeking to appoint a part-time instructor, the Dean or Department Chair shall review all credentials of the applicant and sign an Adjunct Instructor Certification Form and forward the original to the Human Resources Office.
- III. The Director of Human Resources shall review the applicant's transcripts and shall certify that the candidate meets the minimum degree requirements to teach the proposed course(s).

- IV. Upon final approval by the Dean of Academic Programs and Services, a personnel action may be processed appointing the candidate as a part-time instructional faculty member on an "at-will" basis.