

INDIAN RIVER STATE COLLEGE
3209 Virginia Avenue, Fort Pierce, Florida 34981-5596
www.irsc.edu

**Instructions for Applying for
Part-Time (Adjunct) Faculty Positions**

NOTE: Requirement of Employment/Direct Deposit Form

IRSC processes payrolls only through direct deposit. Completion of the IRSC Payroll Direct Deposit Form **is required for all employees of Indian River State College**. Upon final selection for a position, Human Resources will assist the selected candidate with the completion of this form.

Application Process

Application materials must be submitted directly to Human Resources. A cover letter, IRSC Employment Application, signed position description, Certification Application Form, Adjunct Faculty Data Form, and photocopies of transcripts are required for being considered for a part-time (adjunct) faculty position. If the applicant is selected for an interview, they will be asked to have official transcripts sent directly to Human Resources. When applying for more than one position, a separate cover letter for each position and signed job description is required. Applicants **need to complete only one IRSC employment application**.

- **IRSC Employment Application**

The employment application may also be located on the IRSC website. **The applicant must submit a completed IRSC employment application to be considered for any IRSC position vacancy.** The resume **cannot be accepted** in lieu of the employment application.

- **Adjunct Faculty Terms and Conditions Application Addendum**

The Adjunct Faculty Terms and Conditions Application Addendum may be downloaded from the IRSC Human Resources website or you may pick up the form from the Office of Human Resources/Employment at the Main Campus, Fort Pierce. **This application addendum must be submitted in conjunction with the IRSC employment application to be considered for any IRSC adjunct faculty position vacancy.**

- **Cover Letter**

The cover letter must address how the applicant feels they are qualified for the specific adjunct position and must address qualifications/knowledge and skill requirements as indicated on the position description.

- **Position Description**

Available position descriptions may be viewed on the IRSC website. **The position description(s) must be reviewed, signed, and returned with the application packet.**

- **Certification Application Form**

The Certification Application Form **is required** and indicates which discipline(s) the adjunct applicant requests to teach. This form may be downloaded on the IRSC Human Resources area of the Adjunct Faculty Website or will be included in the application packet picked up in the Office of Human Resources/Employment at the Main Campus, Fort Pierce.

- **Adjunct Faculty Data Form**

This form may also be downloaded on the IRSC Human Resources area of the Adjunct Faculty Website. If the Department Chair recommends approval to utilize the adjunct applicant and start the certification process, the Adjunct Faculty Data Form **must** be signed by the Department Chair and Instructional Dean **and returned** to Human Resources. This is the form that notifies Human Resources **to proceed** with the certification process. The Department Chair/Instructional Dean will contact the adjunct applicant for an interview if there is an available position. The certification process **cannot begin** without receipt of a completed Adjunct Faculty Data Form (AFDF).

- **Florida Retirement System (FRS) – Certification Form**

The FRS Certification Form may also be located on the IRSC Human Resources website. **The FRS Certification Form must be completed and returned with the application packet.**

- **Transcripts**
Photocopies of transcripts **must** be received with an adjunct applicant's application. If an applicant is selected for certification, you will be required to have official transcripts forwarded to IRSC, Human Resources. To be considered "official", these transcripts **must** be received by IRSC, Human Resources, directly from the institution attended. Transcripts provided by the applicant in a sealed envelope **will not** be considered official. Official transcripts are required in accordance with SACS in order to issue the IRSC Teaching Certificate.
- **Three Letters of Recommendation**
Letters of Recommendation are **optional**. **If provided**, professional letters are preferred with personal letters acceptable. The applicant may provide these with their application or request the recommenders mail them directly to the Office of Human Resources/Employment at the Main Campus, Fort Pierce.
- **One-Year Work Verification Letter**
This letter is utilized for certification in the areas of College Prep and/or Technical Specialties. A **minimum of one year of directly related** work experience is **required**. In order to document a minimum of one year work experience in the area(s) of specialization to be taught, please ensure the one year work verification letter is from a current or former employer on official company letterhead. The letter must be very detailed regarding the applicant's dates of employment, position title(s), and specific duties and responsibilities relating to the discipline(s) the applicant is requesting to teach. Please attach a position description if possible. If the applicant is self-employed and that is the **only** directly related work experience that can be documented, please submit a detailed notarized letter outlining the relevant work experience from both the applicant and a long-term client who can attest to the applicant's specific skills and work experience.

Interview Process

Should a departmental need become available, individuals selected for an interview will be contacted by telephone, letter or e-mail by the interviewing department/committee official. After the interviewing process is completed, the applicant will be contacted concerning any missing documents necessary for issuing the IRSC Teaching Certification.

Teaching Certification

All IRSC part-time (Adjunct) faculty are required to be certified by IRSC in the discipline/subject taught. Certification by the Florida Department of Education is no longer necessary for College instructors. Each of the twenty-eight District Board of Trustees now authorizes its own respective local certification requirements. Certification at this institution is completed through the Human Resources Department and issued by the Vice President of Instructional Services. Each certificate will specify the discipline and the level at which it may be taught, date of issue, and have an expiration date. It is the responsibility of each certified Adjunct to take proper and timely steps to keep his or her certification current. During each five (5) year period, all adjunct faculty will collaborate with the appropriate supervisor/Instructional Dean to develop and fulfill a Professional Development Plan before expiration of certification. The adjunct faculty member documents activities supporting currency in the area(s) related to their position and/or enhancement of their skills at the end of each 5-year period. If you have additional questions regarding the certification process, please contact the Certification Specialist in the Human Resources Department.

The levels to be certified and the minimum qualifications are as follows:

Baccalaureate (Credit): Requires a Master's degree in the discipline or any Master's degree with eighteen (18) graduate semester hours in the field being taught. In addition, some disciplines may require a terminal degree.

Pre-Baccalaureate (Credit): Requires a Master's degree in the discipline or any Master's degree with eighteen (18) graduate semester hours in the field being taught.

Technical Specialty (Credit): Requires one-year's experience working in the area of specialization to be taught and at least an A.A. or A.S. degree; **OR** combined education/training and work experience in the area of specialization to prove expertise.

College Prep Certification: Requires a Bachelor's degree in the discipline related to the teaching assignment and either one year of proven teaching experience in a discipline related to the assignment or one year of proven graduate training in remedial education.

- College Prep English: Baccalaureate degree or higher in English Literature, Language Arts, Journalism, or English-related Education degree, with appropriate teaching experience.
- College Prep Mathematics: Baccalaureate degree or higher in Mathematics, Mathematics Education, Statistics or Business, Business Education, Natural Sciences, Natural Sciences Education, Computer Science, Computer Science Education or Engineering with substantial Mathematics course work through Calculus, with appropriate teaching experience.
- College Prep Reading: Baccalaureate degree or higher in Reading, Broadcasting or Journalism, Literature, Language Arts, or Reading related Education degree, with appropriate teaching experience.

Adult Education (Non-Credit): Requires a Bachelor's degree and attributes or experiences, which help instructors to relate to the particular needs of the adults they teach.

Other Non-College Credit Courses: Instructor must have sufficient combined education/training and work experience in the area of specialization to prove expertise.

Background Checks

Certification and re-certification will be contingent upon fingerprint/background clearances, which will include criminal arrests, convictions and may include motor vehicle driving, and other reports. **A processing fee of \$15 will be charged at the time of fingerprinting.**

*** An application for employment is incomplete without all of the required documents indicated above as being received in Human Resources.**

Please return all required materials to the Office of Human Resources/Employment, Main Campus, Fort Pierce. If you have questions concerning the employment process, please contact Human Resources at (772)-462-7280.