WVC Logo

**College in the High School Instructor Application Process**

1. Potential instructor is provided with an application packet, including qualifications for adjunct faculty, and course objectives/sample syllabus for the course.
2. If instructor feels they meet the academic criteria and would like to pursue appointment as a CHS instructor, they need to submit the following to the CHS Director:
   1. WVC volunteer application
   2. Unofficial transcripts of undergraduate and graduate coursework
   3. Proposed course outline/syllabus for class they hope to offer
3. CHS Director will meet with faculty liaisons in appropriate departments and the Dean to review application materials, transcripts, and course outline. CHS program will adhere to WAC regarding qualifications for community and technical college personnel.\*
4. Prospective instructor will be notified by the CHS Director of the status of the potential course offering
   1. If approved, an email from the CHS Director is sent to the instructor. The email will outline CHS instructor responsibilities and expectations. A copy will also be sent to the building principal and the assigned faculty liaison. The CHS Director will schedule a meeting between the liaison and the new instructor for the content-specific training provided at the end of the summer at WVC before offering the course.
   2. If denied, applicant is notified via email. Information will be provided regarding the reason the course was not approved and any measures they may take to meet requirements for future appointment as adjunct faculty in the CHS program at WVC.
5. Prospective instructor may reapply at a later date if they have taken measures to obtain necessary credentials.

**\*WAC 131-16-080**

**General standards of qualifications for community and technical college personnel.**

Prior to employment of candidates to perform professional services in Washington community and technical colleges, the district board of trustees shall establish that the candidate possesses:

(1) Scholarship and/or technical skill that represents appropriate study, training, and skills in the proposed area of assignment,

(2) Expertise as a practitioner as evidenced by reports of former associates and supervisors,

(3) A demonstrable understanding and acceptance of the role to be played as a partner in an educational enterprise serving the best interests of the students,

(4) A demonstrable understanding and acceptance of the mission, role, and character of the community or technical college,

(5) The ability to perform assigned duties in a manner consistent with the goals of the institution and the community and technical college system, and

(6) Personal characteristics that contribute to the ability to promote the welfare of the students, the institution, and the state of Washington.

**\*WAC 131-16-091**

**Additional qualifications in areas of specialization.**

In addition to the general standards required by WAC [**131-16-080**](http://app.leg.wa.gov/WAC/default.aspx?cite=131-16-080), the district board of trustees shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:

(1) Teaching personnel.

(a) Professional teaching personnel performing services for which advanced degrees are commonly available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelor's degree and professional expertise in the field of their educational service; or

(b) Professional teaching personnel in professional-technical fields for which bachelor's or master's degrees are not commonly available shall be particularly qualified to provide instruction in their area of specialization as demonstrated by possession of the following:

(i) Sufficient broad and comprehensive training;

(ii) Industry recognized certification when available; and

(iii) Two years relevant work experience and/or relevant, current teaching experience that particularly qualifies them to provide instruction in their area of specialization.

(c) In extraordinary cases, the requirements in (a) and (b) of this subsection may be waived by the college president. For personnel under waiver, a professional development plan must be developed to meet criteria under (a) or (b) of this subsection. This plan must be completed during the initial certification process.

(d) Part-time professional-technical teaching personnel must meet minimum qualifications as defined by (a), (b), or (c) of this subsection and have verification on file. This record must be on file for each part-time instructor during each quarter of teaching employment.

(2) Other instructional personnel.

All other professional-technical instructional personnel, including teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above, may be employed either on a full-time or part-time basis. Such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned; and such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately qualified professional. Each college district shall maintain job descriptions for each position in this category.

(3) Chief professional-technical administrator.

The chief professional-technical administrator shall have:

(a) Earned an advanced degree, masters or doctorate, in a professional-technical area or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities; and

(b) Been employed as a full-time professional-technical instructor or have the equivalent experience in business or industry or other public agencies; and

(c) Supervisory/administrative experience.

The chief professional-technical administrator must understand and have the ability to assess professional-technical faculty's ability to provide student instruction, supervise learning environments and implement curriculum, outcomes, and assessments. The chief professional-technical administrator must keep a copy of his/her current certificate in his/her personnel file.

(4) Other professional-technical administrators.

Other administrators who oversee professional-technical programs, must demonstrate to the employing agency a commitment to and understanding of professional-technical education, and their ability to use the professional-technical faculty skills standards to guide and support the professional development of the professional-technical instructors they supervise.

WENATCHEE VALLEY COLLEGE

**WVC LogoPart-Time Faculty**

**Application for Employment**

*Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities who request such assistance in advance*

1300 Fifth Street, Wenatchee WA 98801-1799 Wenatchee (509) 682-6440 – TDD (509) 682-6837

Omak (509) 422-7800 – TDD (509) 422-7802

*Please type or print clearly*

**PERSONAL DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name First MI | | | | Home Phone |
| Home Address | | | | Work Phone |
| City | State | ZIP | Email Address | Cell Phone |

**POSITION APPLIED FOR**

|  |  |  |
| --- | --- | --- |
| Title | Location (campus) | Date |
| Have you ever worked for this college or any other Washington state agency? ❑ No ❑ Yes If yes, when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**EMPLOYMENT HISTORY (List most recent experience first–You may attach a résumé instead but it** must **list dates of employment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | | City, State | From (month/year) to (month/year) |
| Job Title | Hours/Week | Supervisor (name/title) | Telephone |
| Specific Duties | | | |
|  | | | |
| **Employer** | | City, State | From (month/year) to (month/year) |
| Job Title | Hours/Week | Supervisor (name/title) | Telephone |
| Specific Duties | | | |
|  | | | |
| **Employer** | | City, State | From (month/year) to (month/year) |
| Job Title | Hours/Week | Supervisor (name/title) | Telephone |
| Specific Duties | | | |
|  | | | |
| **Employer** | | City, State | From (month/year) to (month/year) |
| Job Title | Hours/Week | Supervisor (name/title) | Telephone |
| Specific Duties | | | |
|  | | | |
| **Employer** | | City, State | From (month/year) to (month/year) |
| Job Title | Hours/Week | Supervisor (name/title) | Telephone |
| Specific Duties | | | |

|  |
| --- |
| May we contact all employers/supervisors listed? ❑ Yes ❑ No *Indicate exceptions:* |

**EDUCATION** Check the following diploma/degrees you have earned:

❑ High School or GED ❑ AA/AAS ❑ Bachelor's ❑ Master's ❑ Doctorate

List colleges and business, trade, and other schools you have attended, beginning with the *most recent*. Attach additional pages if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Location | Major | Degree | Dates Attended |
| Name and Location | Major | Degree | Dates Attended |
| Name and Location | Major | Degree | Dates Attended |

**OTHER TRAINING — SEMINARS, WORKSHOPS and LECTURES** (Indicate length of training)

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| --- |
|  |
|  |

**Please answer the following questions and sign below.**

|  |
| --- |
| Are you a citizen or do you have a visa which permits you to work in the United States? ❑ Yes ❑ No  Do you have any relatives who work for WVC? ❑ Yes ❑ No If Yes, please list their name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Within the past 10 years, have you been convicted of, or released from prison for any crimes excluding parking tickets or traffic citations? ❑ Yes ❑ No  If yes, give all conviction dates, prison release dates and the nature of the offenses. Criminal history background checks will be conducted where required by law. Please note that a conviction/criminal history record does not necessarily disqualify an individual from employment at Wenatchee Valley College. |

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| In adherence to provisions of the Immigration Reform and Control Act, Wenatchee Valley College hires only United States citizens and aliens authorized to work in the United States. As a condition of employment, new employees must provide acceptable proof of identity and employment eligibility within three days of initial hire. |

*The information I have supplied is true to the best of my knowledge. I understand that false statements on this application may be considered sufficient cause for elimination of my application from consideration, or, if employed, for dismissal. If employment is obtained under this application, I will comply with all rules and regulations of Wenatchee Valley College.*

*I agree to be responsible for any college property and equipment issued to me until returned to the college and agree to pay for any property and equipment which I do not return.*

*I authorize and release from liability my current and former employers and personal references to provide any information they may have about me, unless I specifically request otherwise*.

|  |  |
| --- | --- |
| Signature | Date |

Wenatchee Valley College is committed to enhancing the diversity of its workforce.

All qualified applicants are encouraged to apply.

*Wenatchee Valley College is an Equal Opportunity Employer* Revised 7/10 tm