



Mid-Plains Community College Dual Credit Hiring Guidelines

Established 2018; Updated April, 2019

Required:

- Must meet all credentialing requirements as detailed in the MPCC Minimum Criteria for Initial Hiring document.
- Five years of teaching experience at high school or higher level.
- Letter of Recommendation from high school principal or counselor.
- Letter of Application as to why they want to teach for MPCC.
- Complete an official MPCC Application for Employment.
- Must attend New Adjunct Faculty Orientation session in August or visit a college class taught by a full-time faculty member in the discipline the dual credit faculty member will be teaching within the first year of teaching.

Optional (at the discretion of MPCC):

- Observation during first semester or at least within first year of teaching dual credit.
- Observation of high school classroom by division chair or full-time faculty member.

Approval Process:

- All of the materials listed above should be collected and sent to the appropriate Division Chair. This includes the application, letters, and transcripts.
- Once the Division Chair has all of the materials listed above, they will submit a completed packet of materials to the Area VP for Academic Affairs for approval.
- Once approved by the Vice President, an official letter will be sent to the adjunct indicating their approval for teaching or what is missing from their application packet. This letter will be copied to the appropriate Division Chair and Campus Coordinator (if applicable).

***Failure by the dual credit adjunct faculty member to complete Orientation, classroom visit, or provide appropriate documentation will result in the faculty member not being approved to teach in subsequent terms.