

Adjunct Faculty *Hiring Process and Suggestions*

The positions listed on this web page are the areas that are the most in demand. This does not mean there is a position currently available – it only means that as our enrollment increases, these are the areas that will most likely require additional adjunct faculty.

PROCESS:

When the HR department receives an application for a teaching position, the resume is forwarded to the appropriate Associate/Assistant Dean. The Associate/Assistant Deans are responsible for hiring and assigning faculty to teach each class.

Hiring is then done on an as-needed basis, which is governed by our enrollment. When our enrollment increases, the need for more classes increases as well, and thus the need for additional instructors.

Although there may not be an immediate need for a part-time instructor in your field at the current time, it is recommended that you forward your resume to Terra for future consideration.

HELPFUL HINTS:

Visit Terra's web Page www.terra.edu and look through the catalog for course descriptions. When you construct your cover letter, be sure to list the classes that you would be interested and qualified to teach.

You may also send your resume via e-mail if you wish. If you chose to send your resume via e-mail, please state in the subject line, what subject you are hoping to instruct. Example: "History/Political Science Instructor Resume"