



## NORTHWEST VISTA COLLEGE DUAL CREDIT/ADJUNCT FACULTY

Thank you for inquiring about a Dual Credit/Adjunct Faculty position at Northwest Vista College. Below you will find the requirements for faculty members as well as directions for applying.

### **Faculty Requirements:**

**Faculty teaching associate degree courses designed for transfer to a baccalaureate degree must meet one of the following criteria:**

- Master's degree in the teaching discipline
- Master's degree in another field and 18 graduate hours in the teaching discipline.

**Faculty teaching associate degree courses (primarily WECM courses) not designed for transfer to a baccalaureate degree must meet one of the follow criteria:**

- Bachelor's degree (preferably a master's) in the teaching discipline
- Associate's degree and demonstrated competencies in the teaching discipline.

In those cases whereby an instructor may not have the minimum qualifications as stated above, the following may be considered as an exception:

- Breadth of experience in the field
- Continuous documented excellence in teaching at another learning institution or training facility
- Documented certifications or licensure directly related to the discipline
- Demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes
- Honors and awards in the field

In all cases, a Statement of Qualifications fully explaining the instructor's credentials to teach in the discipline must be included in the hiring package.

In those cases in which additional training will help the instructor meet the qualifications, school districts can schedule the instructor to attend a Summer Continuing Education professional development session at Northwest Vista College. This session will evaluate the competencies of the instructor to teach the dual credit course as well as provide the necessary training in NVC objectives associated with the particular college course. District approval of the instructor is contingent upon completing the training. Northwest Vista College reserves the right to require dual credit instructors to attend appropriate Continuing Education courses every 2 years as part of their professional development and reassessment of competencies.

If you meet these teaching requirements, please submit a **Complete** application packet to include the following documents:

- ACCD Application for Employment
- Transcript Information Sheet
- Official copies of all college transcripts to include undergraduate & graduate course work (*must be in a sealed envelope from the university*)
- Declaration of Primary Language form
- Criminal Background Check
- Authorization to Check Driver's Record
- Emergency Contact Information
- W-4 form
- TRS Information form
- Adjunct Faculty Acknowledgement
- Personal Data Information form
- NVC Database form
- Confidentiality Acknowledgment
- Statement of Qualifications (only for those wishing to teach WECM courses)

*If chosen for employment, an I-9 form must be completed in person at NVC. Lists of acceptable documents can be found at [http://www.accd.edu/ACCD/HR/EMPLOYMENT/employment\\_files/Page602.htm](http://www.accd.edu/ACCD/HR/EMPLOYMENT/employment_files/Page602.htm)*

**Application Deadlines: May 1<sup>st</sup> for fall and October 1<sup>st</sup> for spring**

**Your application packet should be sent to the following address:**

Northwest Vista College  
Attention: Bertha Vidales  
Dual Credit, JH 213  
3535 N. Ellison Dr.  
San Antonio, TX 78251

If you have any questions, please contact Bertha Vidales at [bvidales@mail.accd.edu](mailto:bvidales@mail.accd.edu). (210) 486-4287

Northwest Vista College is an equal opportunity college of the Alamo Community Colleges.