

Lawson State Community College



Official Hiring Flow Chart for Adjunct Faculty

This hiring flow chart has been developed through the cooperation of Department Chairs, Associate Deans, Assistant Deans and Deans at Lawson State Community College. With that in mind, it is the responsibility of all supervisors and candidates to follow the proscribed hiring procedures, effective October 1, 2006. **Updated June, 2008.**

Step 1: Interview Candidate.

Step 2: Have potential employee fill-out and sign a background clearance form and submit the form to Human Resources. Inform candidate that hiring is always tentative to passing the background check.

Step 3: Have candidate complete credentials packet and attach the following: unofficial transcripts from all colleges/universities attended; copies of certifications/licenses.

Step 4: Assess credentials. If approved, sign Credentials Approval Form and send form to your direct supervisor for final approval and for roster inputting.

Step 5: If credentials are approved and the packet has been forwarded, fill-out the "Intent to Hire" form and sign it.

Step 6: Give candidate TWO forms: The completed and signed "Intent to Hire" form and the official Transcript Request letter.

Step 7: Have the candidate take the "Intent to Hire" form to either Vergie Spears (on the Birmingham campus—1st floor—Administrative Building) or to Carol Champion (on the Bessemer campus—Room 101—A-Building) so he or she may begin the official application process and get uploaded in the AS400 system.

Step 8: Have the candidate take the "Intent to Hire" form with them to pick-up their ID and parking decal. ID's and parking decals can be secured in the Reproduction Center on the Birmingham campus or in the A-Bldg—Cashier's window—on the Bessemer campus.



**REQUEST, AUTHORIZATION, CONSENT, AND RELEASE
FOR BACKGROUND INFORMATION**

I have been informed and acknowledged that on December 13, 2007 the State Board of Education adopted Policy 623.01 requiring criminal background checks for all new and current employees.

I understand that I may voluntarily consent to the use of my social security account number for the purpose of conducting a criminal background check. I further understand that my voluntary consent to use my social security account number is being requested for purposes of conducting a criminal background check, pursuant to the authority of the State School Board Policy 623.01. I understand that neither the Department of Postsecondary Education nor any employing authority within the Alabama Community College System will deny me any right, benefit or privilege provided by law because of my refusal to voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check pursuant to Policy 623.01.

_____I voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check.

_____I do not consent to the use of my social security account number for the limited purpose of conducting a criminal background check.

The information I have given in my employment application, interviews, and/or related resumes and documents is true, complete, and accurate.

I understand and agree that if employed, and/or during any period of employment, any false statements, misrepresentations of facts, or omission made by myself become known, my employment shall be subject to immediate termination.

I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for State Board Policy 623.01 will be followed.

I have read and completely understand this release.

Applicant's Signature: _____ Date: _____

Applicant's Name (Please print): _____

LAWSON STATE COMMUNITY COLLEGE



Faculty Credentials Approval Form

Last Name: _____	Print	First Name: _____	Print
Address: _____			
_____	City	AL	_____
		Zip Code	
Phone: _____	Email Address: _____		
SSN: _____	Courses being sought to teach: _____		

Part I: EDUCATION QUALIFICATION

List, from highest degree, certificate or diploma ***earned*** to lowest, all colleges/ universities you have attended or transferred from in order to complete the degree, certificate or diploma. **DO NOT LIST** degrees, certificates or diplomas that are unrelated to the position you are seeking. Also, **DO NOT** list degrees you are currently working towards but have not earned.

Name of College/University	Degree/ Certif. Diploma Earned	Major (must be accurate)	Year Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part II: ADDITIONAL CREDIT HOURS (no degree earned):

Name of College/University	# of Credit Hours	Major field of Study
_____	_____	_____

Part III: TRANSCRIPTS REQUEST:

ATTACH COPIES OF YOUR UNOFFICIAL TRANSCRIPTS TO THIS FORM. Failure to attach all of your unofficial transcripts to this form will delay the hiring process.

OFFICIAL TRANSCRIPTS must be mailed or hand delivered (unopened) within two weeks to Ms. Vergie Spears, Director of Personnel. Please read the OFFICIAL TRANSCRIPT REQUEST FORM attached. Also, please verify (by your initials) that you have received, understood and will comply with the transcripts requirements and deadlines outlined on the transcript request form you received today. _____.

INITIALS

Part IV: LICENSES AND CERTIFICATIONS REQUEST:

ATTACH COPIES OF YOUR LICENSE(S) AND CERTIFICATION(S) TO THIS FORM.

License/ Certification Type: _____ Discipline/Field: _____

License # (if applicable): _____ Expiration Date: _____

Part V: ELIGIBILITY TEST (check all that apply):

____ I have a Doctorate degree in the exact field in which I am requesting to teach.

____ I have a Specialist degree in the exact field in which I am requesting to teach.

____ I have a Masters degree in the exact field in which I am requesting to teach.

____ I have a Bachelors degree in the exact field in which I am requesting to teach.

____ I have 18 graduate hours in the exact field in which I am requesting to teach.

NOTE: Do not check the 18 graduate hours category unless the courses that appear on your transcript match the EXACT field of study in which you are seeking employment (i.e., Math, Biology, History, Barbering, Sociology, etc).

____ I have a certification or diploma in the exact field in which I am requesting to teach.

____ I have related work experience in the field in which I am requesting to teach.

NOTE: If you are applying for a Career Technical teaching position, how many years of field experience do you have? _____

For INTERNAL OFFICE use ONLY

Approved: _____
Department Chair

Date: _____

Approved: _____
Associate Dean

Date: _____

Approved: _____
Academic Dean/Career Technical Dean

Date: _____

____ **Q (Qualified)**

____ **N (Not Qualified)**

____ **I (Incomplete Packet)**

Approved: _____, Vice President of Instruction



OFFICIAL TRANSCRIPT REQUEST FORM

Congratulations!

We are excited to add you to our team of quality instructors at Lawson State Community College (pending background clearance).

As a new faculty member, you are required to submit **OFFICIAL TRANSCRIPTS** for **ALL** degrees, certificates or diplomas earned (beyond your high school years) to our Personnel Office.

Please mail or deliver (unopened) **OFFICIAL TRANSCRIPTS** *within two weeks* of your hire date to:

**Lawson State Community College
Ms. Vergie Spears, Director of Personnel
ATTN: New Employee Processing
3060 Wilson Road
Birmingham, AL 35221**

DETACHABLE FORM –CUT BELOW AND USE TO SECURE TRANSCRIPTS

Please send a copy of my **OFFICIAL TRANSCRIPTS** to:

**Lawson State Community College
Ms. Vergie Spears, Director of Personnel
ATTN: New Employee Processing
3060 Wilson Road
Birmingham, AL 35221**

Student's Name: _____

Student's Maiden Name (if applicable): _____

Dates of Attendance: _____

Social Security Number: _____

Major: _____ Degree Earned: _____

Student's Current Phone: () _____

Student's Current Address: _____

Student's Signature: _____ Date: _____



INTENT TO HIRE FORM
(For Adjunct Faculty Only)

Directions: Supervisors, complete and sign this form and send the applicant to either Vergie Spears (Birmingham campus) or Carol Champion (Bessemer campus) to begin the official application process. Please note that this form should NOT be completed unless the applicant has passed a background check, submitted a completed credentials packets, passed the credentials check, and you intend to offer this individual a contract.

Prospective Employee: _____
First Name Last Name

Social Security Number: _____

Department: _____

Courses Eligible to Teach: _____

Direct Supervisor: _____

As supervisor, I verify that the applicant listed above has:

_____ filled out the Background Check and submitted it to Human Resources for processing.

_____ passed the Credentials Test and has attached all required documents to packet

_____ been given the Transcript Request form informing the candidate that his/her Official Transcripts must be sent to Mrs. Vergie Spears, Director of Personnel within two weeks of the hire date.

Personnel Officers: The new employee listed above is eligible to complete his/her application packet in the Personnel Office (located on the 1st floor of the Administrative Building on the Birmingham campus or in the A-Building—Room 101—on the Bessemer campus). The new applicant is also eligible to pick-up a free ID badge and parking decal. Both items can be picked-up in the Reproduction Center (located in the Administrative Building on the Birmingham campus) or at the Cashier’s window (located on the 2nd floor of the A-Building on the Bessemer campus).

The signature below indicates that the applicant has been cleared for hiring pending a background clearance check. Please start the official application procedures on this new employee and upload him or her in the AS400 system as an active employee. Also, this new employee is authorized to receive an ID badge and parking decal.

Signed and approved:

Supervisor _____ **Date:** _____

****Please DO NOT process any applicants who DO NOT have this official signed form in their possession.***