



INDIAN RIVER STATE COLLEGE ADJUNCT FACULTY CERTIFICATION PROCESS

- STEP 1** A complete IRSC employment application must be on file with Human Resources including all required forms and documents before we can begin to process the application.
- STEP 2** The certification process **cannot begin** without receipt of a completed Adjunct Faculty Data Form (AFDF). Human Resources will e-mail the application to the appropriate Department Chair/Instructional Dean for their review and possible interview. If the AFDF is missing, our Adjunct Liaison will e-mail the missing form to the appropriate Department Chair/Instructional Dean for assistance in its completion.
- STEP 3** If the Department Chair recommends approval to utilize the adjunct applicant and start the certification process, the Adjunct Faculty Data Form **must** be signed by the Department Chair and Instructional Dean **and returned** to Human Resources. This is the form that notifies Human Resources **to proceed** with the certification process. The Department Chair/Instructional Dean will contact the adjunct applicant for an interview if there is an available position.
- During the interview it is important for the Department Chair/Instructional Dean to explain the SACS required documents necessary for completion of the certification process (i.e. official transcripts, work verification if needed, philosophy of education, etc.).
- **Official transcripts must be sent directly to Human Resources.**
 - Certain disciplines require a current professional license. For example: Nursing, Paramedic, Real Estate, or Insurance. Please submit copies of these current professional licenses to Human Resources with your Certification Application.
- STEP 4** Upon receipt of the approved AFDF from the Department Chair and Instructional Dean, Human Resources will notify the adjunct applicant by e-mail requesting any missing official transcripts or other missing required documents and the completion of a fingerprint clearance.
- STEP 5** Once the official transcripts, any additional supporting documents, and the fingerprint clearance are received, the file is forwarded to our Certification Officer for review and IRSC certification approval.
- STEP 6** Once approved, the IRSC teaching certificate is then issued and returned to Human Resources. Human Resources will then mail the original IRSC teaching certificate along with an adjunct faculty contract and employment checklist to the adjunct applicant and place a copy of the IRSC teaching certification in the adjunct applicant's file. The adjunct faculty contract **MUST** be signed and returned to Human Resources for appropriate processing as indicated in the employment checklist. All IRSC adjunct faculty are required to be certified by IRSC in the discipline(s) in accordance with SACS guidelines. This certificate will specify each discipline and level, date of issue, and an expiration date for the period of five (5) years from the date of issue.

For further questions regarding adjunct faculty certification, please contact our Certification Specialist at (772) 462-7283.