

**Adjunct Instructor Pool
Review of Minimum Qualifications/Recommendation of Placement**

Applicant name: _____ Date: _____

Discipline: _____
(One discipline per form)

Application must be reviewed by discipline faculty and the division dean. Please refer to the *Minimum Qualifications* in the job description.

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Step 1 (Must have Dean and at least one faculty signature)

- [] **Meets** minimum qualifications and will be interviewed at this time. **Sign below and proceed to Step 2.**
- [] **Meets** minimum qualifications; however, no position available at this time. Application will be kept in the "Hiring Pool" for three (3) years pending a possible interview at a later date. Sign below.
- [] **Does not** meet minimum qualifications. Sign below.

_____	_____
Dean	Faculty
_____	_____
Faculty	Faculty

Date	

.....
Step 2 (Must have Dean and at least one faculty signature)

Date of Interview: _____

- [] Applicant **has** been recommended for hire. Hiring request will follow.
- [] Applicant **has not** been recommended for hire will be placed in the adjunct pool for three (3) years for future openings.

_____	_____
Dean	Faculty
_____	_____
Faculty	Faculty

Date	

.....
For HR use only (Date sent & reason):

- _____ [] Applicant has been notified that he/she did **not** meet the minimum qualifications.
- _____ [] Applicant has been notified that he/she met the minimum qualifications; however, no position available at this time. Application will be held for three (3) years pending a possible interview.
- _____ [] Applicant has been placed in the pool for three (3) years.
- _____ [] Applicant has **not** been placed in the pool.