

SUFFOLK COUNTY COMMUNITY COLLEGE
SELDEN, NEW YORK

III.7

MEMO TO: Campus Deans of Instruction and Staffs
FROM: John J. Saal, Academic Vice President
DATE: March 29, 1982
SUBJECT: Requirements for Appointment of Full-time and
Adjunct Faculty

Questions frequently arise concerning the College's policy regarding the minimum educational requirement, and other qualifications, for appointment of full-time and adjunct faculty. This memorandum is issued to summarize College policies and to guide you in carrying out your duties.

1. The policy of Suffolk County Community College is to appoint to its full-time and adjunct faculty only well-qualified individuals. Academic credentials in the form of undergraduate and advanced degrees are a primary component of qualifications.
2. The usual minimum educational requirement for appointment to the faculty of the College is a Masters Degree in the subject or area of an individual's teaching or professional assignment.
3. The College recognizes that there are other attributes and qualifications for teaching and professional positions in addition to possession of educational credentials. In rare instances, therefore, exceptions may be made to the minimum educational requirement, and individuals might be appointed who have other unusual qualifications.
4. Exceptions to the minimum educational requirement might be made in cases such as the following:
 - a) where a license of some kind is required and might be substituted for academic degrees;
 - b) where unusual and extensive work experience, technical skills, clinical experience, or professional performance is highly relevant.

5. Just as educational credentials are documented by means of official transcripts, non-educational qualifications must be supported by suitable documentation.
6. Every exception to the general educational requirement of an appropriate Masters Degree must be approved by Campus and College administrators. For instructional faculty, the appropriate administrator is the Campus Dean of Instruction. On the Selden Campus, the interested Division Chairperson and Department Head are to be consulted if they are available. All exceptions must be specifically approved by the Academic Vice President before any commitment is made to a candidate.
7. Persons who do not meet the minimum educational requirement but are treated as exceptions because they possess some other unusual qualifications may be granted term appointments. Obtaining the Masters Degree in their field is not necessarily a condition of reappointment. However, such individuals would normally be expected to meet established educational requirements as a requisite for promotion in academic rank.
8. Sometimes an individual who does not meet the minimum educational requirement is appointed because there is not time enough to seek other better-qualified candidates. When it is anticipated that properly qualified candidates might be found in the future, this individual should be offered a temporary appointment and informed in writing that his or her appointment is strictly limited to the current semester. Future employment of this individual would then depend upon whether better-qualified candidates are actually found. Satisfactory progress toward fulfilling minimum educational requirements might also be a criterion for reappointing this individual.
9. If the College is unable to find qualified faculty to teach a particular class, the class will normally be cancelled.
10. In order to have a pool of qualified faculty candidates available to meet changing enrollment patterns, the College conducts an on-going program of recruitment for full-time and adjunct faculty. This includes the processing of large numbers of unsolicited applications, and follow-up of candidates recommended by current staff members. From time to time, special recruitment efforts may be necessary to find qualified candidates in areas of short supply. Such efforts include solicitation from college and university placement offices, and advertisements in local and metropolitan newspapers.