

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.3

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PROCEDURE TITLE: TEMPORARY FACULTY EMPLOYMENT

BASED ON POLICY:

REVISION NUMBER: 4

OFFICE OF
RESPONSIBILITY: HUMAN RESOURCES



PRESIDENT

November 9, 2010
DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

The purpose of this procedure is to define the process for referral of applicants for teaching assignments and to define interdepartmental responsibilities for maintenance of a centralized system of temporary faculty personnel records.

PROCEDURE

1. Persons wishing to teach for the Technical College of the Lowcountry on a temporary basis should apply online (www.tcl.edu/hr) to include submitting unofficial transcripts (attach to online application, email or fax to the Human Resources Office). Persons who have taught for the Technical College of the Lowcountry within the last one to two years will have to complete the Returning Employee Packet. Persons who have not taught for three or more years must complete the New Temporary Employee Packet in its entirety.

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2. To qualify for temporary teaching assignments, applicants must meet the minimum requirements for permanent faculty in the subject area as specified by the State Board for Technical and Comprehensive Education and be in compliance with the Credential Guidelines of the Southern Association of Colleges and Schools.
3. Online applications will be available under the specific area for review by the Vice President for Academic Affairs or his/her designee.
4. At the beginning of each Semester, the Division Chair will prepare Temporary Faculty Employment Agreements (TCL Form PER-6) for those individuals selected to teach. The Division Chair will affix his/her signature to the Temporary Faculty Employment Agreement and will provide all information required by the document including the employee's signature.

The employment agreement and any related documents such as a Request for Dual Employment should be sent directly to the Human Resources Office by the Division Chair.

Temporary Faculty Employment Agreements and hire packets must be submitted to the Human Resources Office within three (3) days of the date employment is to begin. The mandated Federal E-Verify System requires processing of employment verification (I-9 form) within three (3) days of an employee beginning work.

5. The Division Chair is responsible for notifying Personnel of a pending hire and ensuring all other related documents required for employment have been completed prior to the beginning of employment.

These documents include Emergency Notification Form, State and Federal W-4 forms, Employment Eligibility Verification Form I-9 with a copy of supporting identification attached, Grievance Acknowledgment Statement, Student Default Statements, Drug-Free Workplace Verification Statement and either a South Carolina Retirement System Enrollment blank or Non Election blank.

6. All faculty must have official transcripts for all collegiate studies on file in the Human Resources Office prior to the beginning date of employment. Official transcripts must be requested in writing by the Faculty member for direct delivery to the Human Resources Office.

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7. All official documents and correspondence relating to a person's Technical College of the Lowcountry employment, including performance assessment, should be transmitted by the instructional division to the Human Resources Office for permanent storage.