



FIRST TIME HIRE:

1. To start the process:
 - a. Please ensure your High School Academic Dean sends an email to Julie Boerm at jboerm@alamo.edu Confirming their interest in your hire as a Dual Credit Adjunct.
 - b. Applications submitted will not be considered until confirmation is provided by the High School Academic Dean.

2. Complete and submit an Alamo Colleges application for employment:
 - a. Apply through Alamo Colleges Human Resources (**Faculty**): <http://www.alamo.edu/jobs/>
 - b. To apply for the right position, look for requisition ID that corresponds to the subject you will be teaching. Make sure you select NVC.
 - i. **Select Adjunct Faculty (Dual Credit - Subject) NVC – Req#**
 - c. Select the Req ID and NVC (for location) the results will pull up the position title: Adjunct Faculty (**Dual Credit**) NVC. Do not apply to a Req that is not Dual Credit.
 - d. Once selection is made, proceed by completing the entire application process. You will need to create a profile with this application process.
 - e. SUBMIT AS ATTACHMENTS WITH THE APPLICATION:
 - i. Copy of transcripts
 - ii. Resume or Vita
 - iii. Cover letter

3. Submit the following additional documents **AS SOON AS POSSIBLE**:
 - a. Official copies of certificates, undergraduate and graduate transcripts provided by the granting institution. Transcripts may be sent electronically (recommended) to jboerm@alamo.edu or mailed):

**Northwest Vista College
c/o Julie Boerm, Coordinator Dual Credit MZH 204N
3535 N. Ellison Dr.
San Antonio, TX 78251**

NOTE: Transcripts must indicate when the degree was earned and reflect 18 graduate hours earned in the teaching discipline. Transcripts marked ISSUED TO STUDENT will not meet accreditation requirements.

4. Once all information is received, your application file will be forwarded to the relevant Department Chair and Vice President of Academic Affairs for review and approval. (note: brief interview will be required)
 - a. If approved, your file will be sent to Human Resources and your status will change to Recommended for Hire. You and your High School Academic Dean will be notified via email.
 - b. Human Resources will evaluate your file and provide the final approval for hire. You will be contacted by their office to set up an appointment to complete the following hiring packet information:
 - i. W-4 Form
 - ii. Criminal Background Check
 - iii. Emergency Contact Information
 - iv. Personal Data Information Form
 - v. TRS Information Form
 - vi. Adjunct Faculty Acknowledgement
 - vii. Confidentiality Acknowledgment
 - viii. NVC Database Form

NOTE: Hire is not finalized until all documents are completed and signed. At any time during this process you can check your status through your account. If not approved for hire, you and your High School Academic Dean will be notified via email.

5. A week after hire is finalized; you will be assigned an employee Banner ID and scheduled for your dual credit courses. You can view your courses through your [ACES](#) account. Please refer to the Faculty Training PowerPoint on the Dual Credit website for guidance on logging into and navigating in [ACES](#).

RETURNING DUAL CREDIT ADJUNCT (RE-HIRE):

Re-hires are only necessary when the adjunct member has had an academic year break in service. Please complete all steps of the hiring process and attach a statement in place of the transcript when completing the application. Please indicate in your statement: I am a former Dual Credit Adjunct submitting an application for re-hire. All my current transcripts are on file from my previous employment with Alamo Colleges.

NOTE: You will be required to re-submit your certificates/transcripts if it has been over 2 years since you last taught for Alamo Colleges.

PLEASE DO NOT HESITATE TO CONTACT JULIE BOERM WITH ANY QUESTIONS OR CONCERNS WITH THIS PROCESS:

jboerm@alamo.edu

210.486-4261