

★ Interested in Teaching at a Community College? ★

★ **Step 1:** Have a current resume that states your objective is teaching
Your resume should highlight teaching experience

- Explain where you taught,
- What courses you taught
- What academic level of course(s)
- Give your current position and responsibilities



★ **Step 2:** Find a Temporary Position (Part Time or Adjunct)
Contact the District HR department

- Adjunct positions applications are often available online.
- Full time positions: a specific application for each position

Contact Department Chair, then send your resume and follow-up.

- Department chairs often make the decisions on adjunct hiring.
- Determine important decision dates
- Use HR department resources and other chairpersons for referrals.
- Contact them second or third week into a semester regarding the following semester, then again near the end of a semester if classes may become available. Chairpersons change often so check campus web sites and call the campus for current names and numbers

San Diego Regional Community Colleges HR Links

- San Diego Community College District <http://www.sdccd.edu/employment>
- Grossmont & Cuyamaca <http://www.gcccd.edu/hr/>
- Palomar <http://www.palomar.edu/hr/palomarjobs.htm>
- Mira Costa <http://www.miracosta.cc.ca.us/Administrative/HR/index.htm>
- Southwestern College <http://www.swccd.edu/>

California: 110 California Community Colleges

- Registry <https://www.ccregistry.org/jobs/index.aspx>
- Addresses <http://www.cccco.edu/find/alphabetical.htm>

National

The Chronicle of Higher Education (national resource) <http://chronicle.com/>

★ **Step 3:** Find a Permanent (Full-time) Tenure Track Position

Some of the Usual Hiring Criteria

- Masters (Minimum Qualification)
- Demonstrated currency in field
- Demonstrated ability to teach
- Evidence of ability to create curricula
- Evidence of ability to communicate clearly written and oral format
- Demonstrated ability to establish and maintain working relationships
- Understanding of the community college mission
- Ability to work with diverse populations
- Understanding and ability to accommodate adult learners
- Your first semester will include student evaluations and class visits

★ Note: Demonstrate ability to conduct independent research is not on this list.

Consider a Faculty Internship Program (SDICCA Internship)

<http://interwork.sdsu.edu/courses/cc/index.html>

