

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> Instructor Hiring	<b>POLICY NUMBER:</b> 1.3.6	<b>CATEGORY:</b> Administration
<b>RESPONSIBLE EXECUTIVE:</b> Vice President/Principal	<b>APPROVAL AUTHORITY:</b> Executive Council	<b>EFFECTIVE DATE:</b> October 7, 2020
<b>NEXT FULL REVIEW DATE:</b> October 6, 2025	<b>REVISED:</b>	<b>REPLACES:</b>

### **PURPOSE**

This policy outlines Coquitlam College’s hiring practices for instructors. These practices reflect the College’s mission and values and support the commitment to recruit and employ highly qualified instructors.

### **SCOPE**

This policy applies to all instructors at the College.

### **POLICY STATEMENTS**

1. Coquitlam College (the College) supports student success and achievement through its commitment to providing highly qualified instructors and to supporting the ongoing review and professional development of instructors.
2. Instructor credentials and experience will be commensurate with the academic and professional standards of their programs, courses and/or services.
3. The credibility of the College’s programs/courses require instructors who are appropriately qualified:
  - a. Instructor qualification requirements will vary in accordance with the academic and professional expectations appropriate to the College’s programs, courses and/or service responsibilities.
  - b. Instructors have the appropriate balance of three essential qualifications: employment experience, academic and/or professional/industry credentials, and a commitment to teaching excellence.
  - c. Meets external expectations where there are accreditation, articulation, and provincial/national approval bodies.

### **PROCEDURES**

1. Hiring Committees will assess candidates’ academic credentials, professional teaching qualifications and teaching experience.
2. New instructors are placed on a sessional contract with no guarantee of on-going employment.
3. The Department Head will conduct an instructor observation, see policy 1.3.7 Instructor Review and Professional Development.
4. Instructors will meet the minimum qualifications for the area in which they are teaching:

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- a. Post Secondary: Master's degree and official documents showing highest degree awarded.
  - b. Senior Secondary: Bachelor's Degree, BC College of Teachers Certificate or Letter of Permission from the Independent Schools Branch.
  - c. English Studies: Bachelor's Degree, TESL Certificate and official documents showing all degrees awarded.
5. Instructors are expected to maintain the Coquitlam College mission statement and goals.
  6. Instructors are required to remain current in their approach to all aspects of teaching in order to deliver, enhance and advance student learning.
  7. Full time and part time instructors are responsible for the delivery of instructional and related services associate with each individual course offered per semester. In addition, instructors are required to schedule a minimum of one hour of office time per week per class. Instructors must be present throughout their office hours. It is recommended that instructors be available to students outside their posted office hours as needed.

### DEFINITIONS

Qualifications: The academic and professional expectations appropriate to individual courses include specific, desirable and/or additional qualifications as determined by the Department Head in conjunction with the Vice President/Principal.

### Related Documents

- 1.3.4 Criminal Record Review