

POLICY AND PROCEDURES

POLICY NAME: Instructor Hiring	POLICY NUMBER: 1.3.6	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: October 7, 2020
NEXT FULL REVIEW DATE: October 6, 2025	REVISED: October 26, 2023	REPLACES:

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:

POLICY AND PROCEDURES

- 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. Upon appointment instructors have 30 days to provide certified documentation from the institution of their highest credential earned.
 6. Instructors are expected to maintain the Coquitlam College mission statement and goals.
 7. Instructors are required to remain current in their approach to all aspects of teaching in order to deliver, enhance and advance student learning.
 8. 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.
 9. New instructors will attend an orientation session within the first two weeks of the semester.

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 President.

Related Documents

[1.3.4 Criminal Record Review](#)

[1.3.7 Instructor Review and Professional Development](#)