

Instructor Hiring

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| Responsible Executive: | President |
| Approval Authority: | Senior Leadership Team |
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| Category: | Administration |

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 prospective and current 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.
4. The College is an equal opportunity employer and is committed to reducing barriers to employment. The College is currently reducing discrimination in the hiring process by:
 - a. Accepting international experience, education, and credentials.
 - b. Reviewing job descriptions to avoid gender bias and unnecessary qualifications.
 - c. Standardizing interview questions to minimize bias.
 - d. Providing training on unconscious bias and how to avoid discriminatory practices.
 - e. Accommodating candidates with disabilities during the interview process.

PROCEDURES

5. The Hiring Committee will be comprised of:
 - a. The Human Resources Coordinator.
 - b. A subject matter expert in the field of study of the position being interviewed for.
 - c. A Department Head, Senior Administrator, or chosen delegate.
6. The Hiring Committees will assess candidates' academic credentials, professional teaching qualifications and teaching experience.
7. New instructors are placed on a sessional contract with no guarantee of on-going employment.
8. The Department Head will conduct an instructor observation at least once during an instructors first month of teaching, see policy [1.3.7 Instructor Review and Professional Development](#).
9. Instructors will meet the minimum qualifications for the area in which they are teaching:
 - a. Post Secondary: Master's degree and official documents showing highest degree awarded.
 - b. English Studies: Bachelor's Degree, TESL Certificate and official documents showing all degrees awarded.
 - c. Senior Secondary: Bachelor's Degree, BC Teaching Certificate of Qualification , other Canadian Provincial Teaching Certificate (with proof of application for BC Teaching Certificate of Qualification), Independent School Teaching Certificate or a Letter of Permission issued by the Ministry of Education and Child Care.
10. Upon appointment instructors have 30 days to provide certified documentation from the institution of their highest credential earned.
11. Instructors are expected to maintain the Coquitlam College mission statement and goals.
12. Instructors are required to remain current in their approach to all aspects of teaching in order to deliver, enhance and advance student learning.
13. New instructors will be provided the Employee Handbook & Faculty Addendum upon their hiring. New instructors will also attend an orientation within their first semester of teaching.

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 RESOURCES

[1.3.4 Criminal Record Review](#)

[1.3.7 Instructor Review and Professional Development](#)