Employment Eligibility Verification (Form I-9) – The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986 is authorized to work in the United States. The administrator or supervisor making an offer of employment will advise candidates of the requirement to show proof of employment eligibility and will instruct the candidates to appear in person with supporting documents before a College-designated certifying official before they begin work. The candidate may choose to produce any documents listed on the reverse of the I-9 form to prove employment eligibility. Particular documents will not be prescribed nor suggested.

You must also provide the following documents prior to employment:

- Transcripts (if the transcript is a student copy, then an official copy must be requested by the employee and forwarded for inclusion in the records within 30 days of employment. Your dean will let you know if transcripts are not required based on the classes you are teaching).
- Evidence of degree or certification if it is required by the teaching position and is claimed on the application.
- Evidence of a high school diploma or GED if high school is the highest educational level required by the teaching position.

All forms must be completed before employment begins. The originals will be maintained in the HCC Human Resources Office and copies will be filed in the office of your academic dean.

Shortly after the academic term begins, if you have been properly certified and given a teaching assignment, you will be issued an employment contract to cover your teaching load for the term. This contract will specify the salary you are to be paid during the term. The contract must be signed and returned to your academic dean no later than the date indicated on the contract. The academic dean will then forward the contract to the District Administrative Offices for processing.

**Evaluation of Teaching**

**Administrative Evaluation of Teaching:** Adjunct instructors are administratively evaluated once a year. If you are teaching a daytime course, the evaluation will be performed either by your academic dean or program manager. If you are teaching an evening course, the evaluation will be conducted by your academic dean, evening manager, or program manager. The evaluation will consist of a classroom visit, which may or may not be arranged beforehand. If the administrator enters your classroom while you are giving an exam, showing a movie, or otherwise not lecturing, he/she will probably leave and come back at a later date.

The administrator will evaluate your classroom performance for a minimum of a 50-minute period. Following the formal classroom visit, the administrator will complete an Adjunct Faculty Evaluation Performance Review form, which will then be given to you for your review and signature. If you wish to make written comments regarding your evaluation, you may do so. These written comments will then be attached to the complete evaluation form. A copy of this signed form will be placed in your personnel file. A copy of the form is located in Appendix B of this handbook.

**Student Evaluation of Teaching:** Student evaluations are done once per term to give instructors an idea of how they are being perceived by their students. Your academic dean or evening manager will give the student evaluation forms to you. He/she will also explain the process for administering the evaluation and where to return the completed forms. A sample copy of the Student Evaluation of Faculty form is located in Public Folders under the Education and Student Development/Forms folder. The student evaluation criteria serve as a basis for evaluation along with the evaluator’s assessment of the presentation to the student during classroom visitation.

**Human Resources Office**

The Human Resources Office is located on the second floor of the Dr. Gwendolyn W. Stephenson District Administration Center on Davis Islands. Any questions regarding all personnel-related matters, including employment practices and employee benefits, should be directed to the Human Resources Office.

**Mail and College E-mail**

2011/2012