



## **Adjunct Hiring Policy**

### **Minimum Qualifications:**

State of Tennessee EMT Instructor/Coordinator.

### **The hiring/application process will proceed as follows:**

1. An application will be submitted with field and teaching experience highlighted.
2. Initial interview with an EMS education faculty member.
3. The candidate will assist with several “skills days” in an EMT class. The candidate’s knowledge of the skills and interaction with the students will be observed.
4. The candidate will assist in several “lectures” in an EMT class. The candidate’s knowledge of the subject material and interaction with the students will be observed.
5. Upon recommendation of the grader, an interview with the department head will be granted.
6. Having passed all of the proceeding requirements, the applicant may be hired as an adjunct instructor for the following semester.
7. After an offer of employment, but prior to the start of the semester, the following department requirements need to be met; orientation of class rooms and equipment, orientation to policies and procedures and an introduction to commonly used forms.

### **Progress in the EMS Education Department:**

New employees will begin teaching EMT-IV classes and will continue for two semesters. After successful completion of the two semesters, and having a positive instructor evaluation, the instructor will have the option of additional responsibility (i.e. lead instructor or paramedic instructor), pending availability. This process may be altered at the discretion of the EMS Education Director.

As always, the assigned credit load and instructor assignment is based on need of the department.