

# Applying for an Adjunct Faculty Position at

## Glendale Community College (GCC)

### Business and Technology Department (BIT)



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Thank you for your interest in teaching with us! You can find more information about GCC by clicking here! You can also access the GCC-BIT website at <http://www.gccaz.edu/business> to review the programs and courses we offer. We have created this document to help guide you through the process of applying for an adjunct teaching position with GCC-BIT.

#### **Quick Guide (for existing adjunct faculty previously applied MCCCDC )**

1. Make sure you have completed your application on the District Site for Adjunct Faculty and have designated BIT programs GCC as place you would like to work.
2. Make sure you have completed the new GCC Adjunct Information Form.

#### **For New Adjunct Faculty applying for the first time**

1. Please begin by reviewing the Maricopa County Community College District's (MCCCDC) application and hiring processes and Faculty Minimum Qualification Requirements, which can be found by clicking here!
2. If you haven't already done so, please register and create your profile using the online interface on the MCCCDC site.
3. Once you have registered, you will want to Apply to the Adjunct Faculty Pool under Business/Business Administration and/or CIS/Networking Technology. Please note that these are the only two pools of applicants that are routinely queried for prospective faculty. The MCCCDC site will capture all relevant information and also allows you to upload a resume and curriculum vitae.

After you have completed all of the above steps, please visit the GCC-BIT website to complete the GCC BIT Adjunct Faculty Information Form. This form gives you the opportunity to communicate your teaching interests and preferences directly to our department.

Once you have submitted your online MCCCDC application and completed the BIT Information Form, we will review your qualifications against available positions. When we find suitable opportunities, we will contact you via email. Our staff is not able to respond to individual requests for information regarding specific or potential adjunct faculty opportunities. If you have any questions regarding this process,

please contact the BIT administrative staff at 623.845.3225 or by email.

Once again, thank you for your interest in the **Business & IT Department of Glendale Community College**.

**Links:**

MCCCD Homepage: <http://www.maricopa.edu>

MCCCD Adjunct Faculty Jobs Page:

<http://www.maricopa.edu/employees/divisions/hr/jobs/applying/ptteaching>

MCCCD Minimum Qualification Requirements Page:

<http://www.maricopa.edu/employees/divisions/hr/jobs/applying/facultymin#min>

MCCCD Adjunct Faculty Application Page:

[https://hrapps4.dist.maricopa.edu/psc/eRecruit/ADJUNCT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.HC\\_HRS\\_CE\\_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%2&IsFolder=true&](https://hrapps4.dist.maricopa.edu/psc/eRecruit/ADJUNCT/HRMS/c/HRS_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE_GBL2&IsFolder=false&IgnoreParamTempl=FolderPath%2&IsFolder=true&)

GCC BIT Adjunct Faculty Information Page:

<http://web.gccaz.edu/~garuw82311/BITadjfacultyinfoform.pdf>

GCC BIT Homepage: <http://www.gccaz.edu/business>

**BIT@GCC**

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