Certification to Teach

Every adjunct must be certified by their Academic Chair to teach specific courses within the discipline. Each newly hired adjunct will be notified via email offering them the opportunity to increase their certifications by submitting a Course Certification Request Form. Every April, decisions for certifications are made by the Tri-Campus Academic Chairs of each discipline and the final decisions are determined by reviewing requests based upon the needs of their department along with the applicants' credentials.

Active Adjuncts wishing to update their certifications can do so by reviewing their current status in the Adjunct Faculty Seniority tab in the Faculty Portal. Inform your Academic Chair via email of your interest to update your certifications and based upon your credentials and the needs in your department your Academic Chair will notify this office via email to update your status accordingly.