



## **If you are interested in becoming adjunct (part-time) faculty at Moraine Park Technical College:**

Speak with the [Executive Dean, Dean, or Partner of the area you are interested in](#). Click on the area and you will find an instructional supervisor listed.

The Executive Dean, Dean, or Partner will determine if they have a need for more adjunct faculty in that area. If so, they will provide you with the necessary paperwork which allows us to verify if you are certifiable by the Wisconsin Technical College System (WTCS), and enter you on the MPTC payroll system. An overview from the WTCS website on certification is located at <http://systematic.wtcsystem.org/certification/default.htm>

The certification process begins after you are hired at one of the sixteen technical college districts. The Instructional Supervisor and/or the District certification office will ask you to obtain documentation required by the WTCS. This includes an application form, transcripts and forms from current or previous employers verifying your work experience. The WTCS staff will review the district's request for your certification, and, if approved, a certificate is issued to you and the district certification office.

### **Moraine Park Technical College Instructor Requirements:**

#### **What is an Academic Instructor?**

An "Academic Instructor" is a person teaching one or more courses in academic subjects such as math, social science, English, communications and science. A person must have the knowledge and skills obtained through collegiate preparation resulting in a master's degree with eighteen graduate credits in the area being taught. An individual also needs one year or 2,000 hours of work experience (that is non-teaching experience) in any area except education. Adult Basic Education instructors are considered academic instructors.

#### **What is an Occupational Instructor?**

An "Occupational Instructor" is a person teaching one or more program courses that are vocational or technical in nature. A person must have the knowledge and skills obtained through occupational experience (two years full-time or 4,000 hours required) and academic preparation resulting in at least a baccalaureate degree or the baccalaureate *equivalency*.

#### **What is an equivalency?**

Occupational experience, combined with education and training to prepare a person for the occupation which totals seven (7) years or 14,000 hours shall be equivalent to a baccalaureate degree. Each academic credit or equivalent credit shall be equal to 110 hours of occupational experience. A master's degree equivalency consists of 7 years or 14,000 hours plus an earned baccalaureate degree.

All instructors employed by Moraine Park are subject to the Wisconsin Administrative Code, Chapter TCS 3, entitled "Certification of Personnel: Requirements and Procedures."

*Moraine Park Technical College is an equal opportunity/access employer and educator*