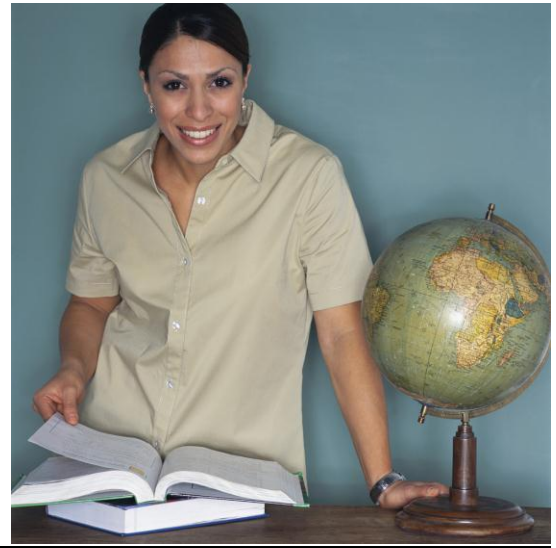


HIRING GUIDELINES



Hiring Guidelines for Adjunct Faculty

Office of Human Resources



This manual is a resource and reference document for the adjunct faculty hiring process and is designed to guide you through the process from beginning to end. It is also designed to assure compliance with ACC goals, objectives, and with applicable state and federal laws and regulations.

The selection and employment process must be consistent for each applicant and provide the opportunity for the applicants to define why they are the best applicant for the teaching position. We want to ensure a quality process for the hiring of well-qualified faculty who are committed to our students.

The Office of Human Resources is available to assist you in the employment process. We are committed to providing you the tools and services that you need to be effective. If we can assist you in any way, please contact us.

Geraldine Tucker
Vice President, Human Resources
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Human Resources Contacts

5930 Middle Fiskville Road
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Benefits Manager:	Susan Corbett	ssmith@austincc.edu
Compensation Manager:	Vicki West	vwest@austincc.edu
Employment Manager:	Erica Breedlove	ebreedlo@austincc.edu
Payroll Manager (Interim):	Christina Okankla	cokanla@austincc.edu
Professional Development Coordinator	Christina Michura	cmichura@austincc.edu
Faculty & Staff Evaluation Coordinator	Kirk Kelly	kkelly12@austincc.edu
Records Manager:	Bobetta Burns	bburns@austincc.edu

SACS and Faculty Credentials

ACC’s Mission: The ACC District promotes student success and improves communities by providing affordable access to higher education and workforce training in its eight-county service area.

As a member of the Southern Association of Colleges and Schools (SACS), Austin Community College District must be certain that all of its faculty members are qualified to teach according to SACS requirements.

The SACS requirements for faculty credentials are excerpted below from the publication SACS Principles of Accreditation: *Foundations for Quality Enhancement*:

“The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accord with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certification, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its entire faculty.”

Credential Guidelines

Faculty teaching general education courses at the undergraduate level: a doctoral or a master’s degree in the teaching discipline or a master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).

Faculty teaching Associate degree courses designed for transfer to a Baccalaureate degree: a doctoral or master’s degree in the teaching discipline or a master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).

Faculty teaching Associate courses not designed for transfer to the Baccalaureate degree: a Baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Summary of ACC Guidelines for Teaching Credentials

Faculty Teaching	Must Have
Transfer courses leading to AA or AS degrees	Master’s degree in teaching discipline or Master’s plus 18 graduate hours in teaching discipline
Workforce courses leading to AAS degree	Bachelor’s or higher degree in the discipline or Associate’s degree in the discipline plus three years documented work experience in the field
Courses leading to certificate only	Three years of documented work experience in the field plus proof of specialized training in the field, e.g., license, certificate, non-credit coursework in the discipline. Documented work experience must also include an employment verification to include dates of employment, title, and job description printed on company letter head signed and dated by an authorized employment representative.
Developmental courses	Bachelor’s degree in the discipline or a related discipline AND teaching experience in Pre-college, or college teaching experience at the developmental level prior to coming to ACC OR 3 graduate hours in an appropriate Education course.

Helpful Web links

- 1. ACC's Online Employment Application**
www3.austincc.edu/it/ehire/application/instructions.php
- 2. ACC's SAC's Accreditation**
<http://www.austincc.edu/sacs/index.htm>
- 3. Adjunct Pool Position Opportunities**
<http://www5.austincc.edu/ehire/posting/list.php?type=4>
- 4. Adjunct Faculty Hiring Forms:**
<http://www.austincc.edu/hr/generalforms.php#employment>
- 5. Adjunct Impact**
www.adjunctimpact.com/u/acc
- 6. Adjunct Faculty Salary Scale**
www.austincc.edu/hr/compensation/documents/FY%202009%20Adjunct%20Faculty%20Salary%20Scale.pdf:
- 7. Advertising Request:**
https://www3.austincc.edu/it/ehire/application/request_ad.php
- 8. E-Staffing**
http://www.austincc.edu/it_train/manuals/estaffing/using/usingtoc.htm
- 9. Human Resources Web site:**
<http://www.austincc.edu/hr/>
- 10. ACC Employee Handbook**
<http://www.austincc.edu/hr/employeehandbook/index.php>

Austin Community College District's Adjunct Employment Processes

ACC Departments and the Office of Human Resources work together to continuously seek out new adjunct instructors to establish a broad and diverse pool of available instructors. Special efforts are made to identify adjuncts for "hard to fill" courses, introductory level college courses, areas where more than 33% of the adjuncts have taught at the maximum course load, areas where exceptions to course load limits were granted in the previous year, and departments that need additional faculty.

Posting Adjunct Job Teaching Opportunities

Adjunct teaching opportunities must be advertised on the ACC website in order for applicants to apply for the adjunct candidate pool. Applicants apply online through ACC's user friendly online ACCe-Hire application system. Applicants only have the ability to apply for the adjunct candidate pool for disciplines that have posted job openings. **Departments may contact HR Employment at 223-7534 or 223-7573 to request adjunct job postings or the removal of an adjunct job posting.**

Online Application Process

Applicants view job opportunities on the ACC website and apply online via the internet through the ACCe-hire system for adjunct teaching opportunities. Each applicant will be required to have a personal e-mail address in order to register for an ACC-e-Hire Application user account.

Adjunct instructors who have taught at ACC and have departed from the College for more than a year must reapply for the adjunct candidate pool of instructors.



Transcripts

Applicants seeking adjunct instructor opportunities must contact their educational institutions to request that their transcript be mailed directly to the ACC's Employment Office. Applicants must request the transcript that has the awarded degree that qualifies them for the teaching position. Only one set of transcripts are needed when applying for multiple positions. Applications submitted for adjunct positions will be reviewed only after the official transcript is mailed directly from an education institution. Hand delivered transcripts, fax copies and transcripts mailed by the applicant are not accepted. **Education institutions should mail transcripts to the Highland Business Center, Attn: E.M. Breedlove, 5930 Middle Fiskville Road, Austin, TX 78752.**

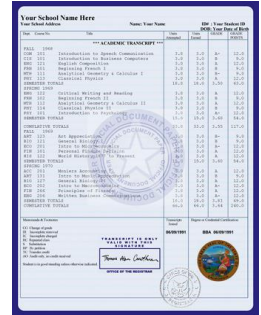
Scanned Transcripts Materials

HR Records scans official transcripts and transcript evaluations in Fortis Transcript Scan System. Deans and Department Chairs may review transcripts on-line and/or print each transcript. Transcripts of returning and current instructors are necessary in the evaluation of applications. **Deans must recertify the credentials of returning Adjuncts who have departed from ACC for more than a year.**

Foreign Transcripts

An applicant who has a degree earned from educational institutions located outside of the United States is required to have their transcripts evaluated by a recognized credential evaluation service prior to applying for the adjunct candidate pool.

Transcripts that are printed in a foreign language also need to be translated prior to being submitted for an adjunct teaching opportunity. **Applicants are responsible for all associated costs for evaluation and translation services.** Application materials will be reviewed for employment consideration after the ACC employment application, copy of foreign transcript, and transcript evaluation (translation, if necessary) have been received in HR Employment.



Applicants who have foreign transcripts may submit a copy of their transcript attached to the original transcript evaluation. Evaluated transcripts may be mailed to the **Highland Business Center, Attn: E.M. Breedlove, 5930 Middle Fiskville Road, Austin, TX 78752.**

Selected candidates for employment with foreign transcripts will be asked to present a notarized copy of the original transcript upon hire. Applicants may utilize ACC's Notary Public officials employed in the Office of Human Resources located at the Highland Business Center on the 6th floor.

Applicant Notification

Applicants receive notification regarding the status of their application immediately upon their first submission of their online application. Applicants will also receive notification when:

- Applicants are invited for interviews (Department sends notification)
- A Department returns application materials to HR Employment (HR sends notification to applicant)
- A Department extends a job offer to applicant (Departments sends notification)
- A Department reports that their adjunct candidate pool is closed (HR sends notification to applicant)

HR Employment sends notification (by electronic e-mail) to the applicant's original e-mail address used at the time he/she applied for the adjunct candidate pool.

Department Responsibilities: Department's are required to:

- Contact HR Employment to request Adjunct job postings or to remove job postings
- Review and evaluate all applicants submitted up to the advertised closing date
- Identify and interview candidates in a timely manner (within 2 weeks for the receipt of applications)
- Return applications to HR Employment in a timely manner (within 1 month of receiving applications)

Departments will be required to accept the applicant materials in a period of two weeks after the close of an adjunct pool to allow time for applicant materials (transcripts) to arrive that were already in transition.

Determining Eligibility for Employment

Applicants who submit application materials for Adjunct position opportunities are applying to be a part of ACC's adjunct candidate pool of instructors. Departments review and evaluate application and transcript materials to determine an applicant's teaching eligibility with ACC. Each application received is evaluated by the department. The credentials and work experience of applicants are reviewed in comparison to that of the Southern Association of College and Schools (SACS) and Austin Community College. (ACC) An applicant's credentials must be equal to or surpass the requirements of SACS. It is not guaranteed that all candidates who meet the minimum requirements will be approved for the adjunct candidate pool. Each decision is based upon an applicant's qualifications, outcome of the interview and needs of the department. The method of qualifying candidates for placement in the adjunct candidate pool and hiring adjunct candidates to teach as Adjunct faculty are two distinct processes that are aligned with the SACS's guidelines.

Step By Step Process for Departments

HR Employment receives applications and provides applications materials to the instructional Dean for those applicants in which a transcript has been received by the department. Applications that do not indicate degree requirements of the position will be screened out of the applicant pool. HR Employment contacts the appropriate Dean to pick up Application Packets for review.

QUALIFYING: Qualifying applicants for the adjunct candidate pool

The process of qualifying candidates for the adjunct candidate pool occurs when ACC departments interview applicants and determine that they are eligible to teach at ACC. The applicants then become candidates and are placed in the adjunct candidate pool this managed in ACC's e-Staffing system. Such candidates are not always immediately assigned to teach a course. Candidates/new Adjunct candidates are assigned to courses according to course availability. Once they are assigned a course to teach they are an employee of ACC/Adjunct instructor.

It is very important for departments to actively screen and evaluate applications in a timely manner. While departments are required to review applicant materials within 3 weeks of their application submission date, all applicants should receive notification regarding the status of their application within 6 weeks of their application submission date. **Departments must contact the HR Employment office to request the removal of an Adjunct job posting when they are no longer seeking candidates for the Adjunct Pool.**

Department Chairs are encouraged to recruit a sufficient number of candidates for the adjunct candidate pool to best ensure that their staffing needs are appropriately met as courses become available. Department Chairs are responsible for notifying candidates about their teaching needs by utilizing the ACC's e-Staffing computer system.

Departments should routinely contact members of the adjunct candidate pool to convey projected needs. It is very important that Departments and their hiring committees communicate their staffing needs appropriately. Departments are not to exaggerated or provide unrealistic scheduling expectations.

Obtaining applications from HR Employment

- 1) Department creates an Adjunct Job Posting in online e-Hire module titled “Adjunct requisition.” Departments may also seek the assistance of HR Employment staff. E-Hire is located online at: <http://www5.austincc.edu/ehire/mod1/login.php>
- 2) HR Compensation reviews requisition/job description and releases requisition to HR Employment for posting.
- 3) HR Employment posts positions online and applicants apply.
- 4) HR Employment provides e-Hire access to Deans for each position their department has an advertised position.
- 5) Departments can review applications online in e-Hire as each applicant submits an application.
- 6) Deans log into the Fortis Transcripts System to retrieve applicant transcripts; located in Employment Transcript file.
- 7) Dean logs in application materials received from e-Hire and review Applicant Pool.
- 8) Department Chair reviews and evaluates application and transcript materials to determine if applicants are qualified to teach. Those applicants deemed qualified to teach are released to the hiring committee members online.
- 9) Department Chair completes Adjunct Faculty Applicant Evaluation (AFAE) forms for each applicant deemed not qualified and returns applicant materials to the Dean.
- 10) Dean signs AFAE forms for non-qualified applicants, logs out application materials, and returns forms and application materials to HR Employment.
- 11) HR Employment sends notification letter to non-qualified applicants.

Applicants that meet the minimum teaching requirements (process continues)

- 12) Departments should interview applicants in a committee that consists of a minimum 2 faculty members that are assigned to teach in the same discipline. The Department Chair contacts committee members to evaluate applicant materials and select interviewees and interview candidates.



The objective of the interviewing and screening/evaluation process for adjunct faculty hiring is to identify candidates who:

- Have experience in curriculum development and innovative teaching methodologies (especially use of multiple technologies);
 - Demonstrate a high potential to be an outstanding teacher;
 - Have valuable experiences and expertise;
 - May have limited teaching experience but are creative and stimulating.
- 13) Faculty committee members conduct interviewees; Committees may request teaching demonstrations at the time of their interview. Applicants must receive advance notice (written/verbal) regarding any requests for a teaching demonstration made by the committee.

14) Committee conducts interviews and determines which applicants become adjunct candidates. Committee Chair makes copies of any credentials documentation necessary (licenses/certificates, awards, flyers, client/employer letters, etc.) to support the individual's qualifications and completes Adjunct Applicant Evaluation Form and Credential Certification form.

15) Department Chair enters names of newly eligible instructors to the adjunct candidate pool inside ACC's e-Staffing system and writes any commentary necessary into e-Staffing to document the candidate's qualifications.

Note: These new candidates are entered into e-Staffing as a part of the adjunct candidate pool of instructors but they are not yet entered into the central Datatel computer system as new employees assigned to classes. They are not considered "Adjunct faculty" until they are officially "hired" and their hiring paperwork is received and processed in the Office of Human Resources.

16) Departments send notification letters to interviewed applicants added to the adjunct candidate pool. Application materials are kept in the department until an adjunct candidate is assigned courses to teach.

HIRING: Hiring adjunct candidates and returning adjunct faculty (re-hires)

When a department is ready to assign courses to an adjunct candidate they are to obtain the required paperwork for hiring an Adjunct Instructor. While courses can be assigned in the e-Staffing prior hiring activities, please note that instructors are not officially employed with the College until all required hiring forms are obtained by the department and submitted to the Office of Human Resources. Hiring forms must be submitted according to HR Payroll's, "Schedule for Payment for Adjunct Faculty" deadlines.

Steps for hiring new and returning instructors:

1. Department selects a new/returning adjunct candidate to be placed in the adjunct candidate pool.
2. Department conducts reference checks utilizing the Faculty Employment Reference Check form. **Two references are required** regardless of whether the applicant is new or a returning instructor. One of the two references **must** be a professional reference received from an individual responsible for supervising the candidate's work. **Reference checks are to be conducted by the Department Chair or the Dean. Department Chairs may assign Faculty members to check the employment references of candidates in their contract absence.**
3. Department Chair offers Adjunct candidate/returning Adjunct courses to teach.
4. Department Chair/department's administrative staff provides Adjunct candidate with new hire paperwork upon accepting an offer to teach. The required hiring form combined creates an Adjunct Hiring Packet. Departments are to deliver Adjunct Hiring Packets to HR Employment located at the Highland Business Center. Incomplete hiring packets are not accepted in Human Resources. Departments are encouraged to use the New/Returning Adjunct Hiring Paperwork Checklist form to audit hiring packet.

*It is very imperative that the department provides the appropriate hiring paperwork when hiring/rehiring an Adjunct candidate. The hiring paperwork is necessary for payroll purposes and is used to maintain compliance with state and federal regulations as well as college and accrediting requirements governed by the Southern Association of Colleges and Schools.

5. The Department ensures that each form is completed properly. Departments must ensure that the adjunct candidate/ returning adjunct only completes section 1 on the Employment Eligibility Form (I-9). Identification should be appropriately verified and documented by an ACC department staff member as instructed on the back of the I-9 form. Departments may contact HR Records for future I-9 form training.
6. The **Dean must complete the Credential Certification form** for potential **new and returning** adjunct instructors. Deans can retrieve transcripts for returning adjunct in the Fortis Transcript Scan System.
7. The Dean verifies any commentary that may be necessary to document the Adjunct candidates' qualifications into ACC's eStaffing system. The completion of the hiring paperwork must also be confirmed by using the, "New/Returning Adjunct Hiring Paperwork Checklist" form. The forms listed on the checklist create an Adjunct Hiring Packet. **Additional documentation is required for Skill Instructors.**
8. The Dean delivers Adjunct Hiring Packets to HR Employment. The Dean may choose to ask their departments to deliver the Adjunct Hiring Packets to HR Employment. Hiring packets must be hand delivered to the HR Employment office at the Highland Business Center. Forms may not be faxed independently. Only complete Adjunct Hiring Packets are accepted in Human Resources.
9. HR Employment audits hiring packets by utilizing the "Adjunct Hiring Paperwork Checklist" form that is included in the department's Adjunct Hiring Packet.
10. HR Employment retrieves the adjunct candidate's/returning adjunct instructor's official transcript from the HR Master Transcript File and forwards Adjunct Hiring Packet to both HR Records and HR Compensation; HR Employment notifies the Department Chair when the Adjunct Hiring Packet is forwarded.
11. HR Compensation conducts a salary placement and forwards remaining materials to HR Records.
12. HR Records enters Adjunct candidate's name and credential information into Datatel system. This updates the XDFI screen. It takes HR Records approximately 2 business days to process information and enter it into the Datatel system from the time HR Records receives the Adjunct Hiring Packet from HR Employment.
13. The Department Chair assigns the adjunct candidate to a department in the FCTY screen in Datatel. **Please note: Assigning a department in this Datatel screen must occur before assigning classes to a faculty member.** However, the Department Chair will only be able to do this once HR Records processes the hiring packet and enters the candidate into the Datatel system.

The hiring paperwork must be processed in a timely manner to meet payroll schedules. Assigning classes to a new or returning instructor does not employ that person. I-9 forms must be completed within 3 days of a new or returning Adjunct instructor's employment start date as described and mandated in the Immigration Reform and Control Act of 1986.

14. **At this time, the Adjunct candidate is hired and becomes an ACC Adjunct faculty member.** This only occurs when both the adjunct candidate's information is entered and certified in the Datatel system and their hiring paperwork is processed in the Office of Human Resources (HR Employment and HR Records). **Deans must re-certify all returning instructors by completing another/new Credential Certification form and updating the XDFI screen in the Datatel system.**

Eligibility Lists/Adjunct Pools

ACC created eligibility lists to manage pools of adjunct instructors. Eligibility lists are lists of qualified instructors who have previously interviewed with an ACC department to teach a specific course or to teach various courses in a specific discipline. Adjunct candidate pools that consist of eligibility lists are managed by each department in ACC's e-Staffing computer system. At times adjunct candidates and adjunct faculty may qualify for the eligibility list for some courses in their discipline but not for others. The lists are reestablished each semester and in the case of Fall semester, may be used for Multiple Semester Term Assignments (MSTA) of up to one year in length.

Newly-hired adjuncts cannot be placed on an eligibility list without having completed an interview and, except in the case of a scheduling emergency, within 30 days of the start of a semester.

Information made available through the faculty evaluation process will be used by Department Chairs when making eligibility list placements.

Highest Priority To Hire

Within the eligible list there is the distinction of "highest priority to hire." This category is used to indicate that an instructor is expected to have special effectiveness in teaching a particular course (AR 4.06.003). Previous status in the "highest priority to hire" category or selection as a multiple semester term appointment does not guarantee continued status for those areas or placement on any eligibility list.

Departments must use the "highest priority to hire" category for courses with more than 25 sections. For courses with less than 25 sections the category only needs to be used when needed to:

- meet the scheduling of adjuncts with multiple semester term appointments. These adjuncts should be designated as "highest priority to hire" on at least one list.
- meet the scheduling of adjuncts who were also selected as an instructional associate by the same task force. These adjuncts should be designated as "highest priority to hire" on at least one list.
- assure that specific adjunct members will be selected to teach.

When the "highest priority to hire" is used, at least 25% of the list must be in this category, but no more than 50 % of the list may be in this category.

Only adjunct faculty in the "highest priority to hire" category who meet specified guidelines can be designated as a senior adjunct faculty member.

ISDs may submit requests for high school faculty to be considered for eligibility lists for Early College Start classes.

Related Administrative Rules: [4.06.001](#) Administration of Eligibility Lists
[4.06.002](#) Staffing of Adjunct Faculty
[4.06.003](#) Staffing of Adjunct Faculty

**Adjunct hiring forms are for
new and returning Adjunct Instructors**

	Required forms for hiring	Who approves form	Form Description	Who completes form
1.	New/Returning Adjunct Hiring Paperwork Checklist	Dean reviews it	Used by the Department and HR to audit hiring paperwork. The 10 forms included on this checklist creates an Adjunct Hiring Packet.	Department
2.	New Adjunct Faculty Information Sheet	N/A	Form is used to obtain state required demographics and candidates/returning instructor's emergency contact information.	New Adjuncts/ Returning Adjuncts
3.	Application for Employment	Paper copies must be signed by new Adjuncts/ Returning Adjuncts	Used to capture a candidate's/returning instructor's employment history, description of credentials and contact information.	New Adjuncts/ Returning Adjuncts
4.	Reference Checks	Signature of the person obtaining the reference	Documents verification of current and/past employment. Two (2) professional references are required. One (1) of the two (2) references may be a personal reference to verify personal character when a professional reference cannot be obtained.	Department Chairs or Deans only
5.	Adjunct Faculty Applicant Evaluation	Department Chair <u>and</u> Dean	A Department Chair evaluation of the candidate's credentials and work history. HR sends notification to applicant based upon department's evaluation.	Department Chair
6.	W-4 form	New Adjuncts/ Returning Adjuncts sign form	Indicates withholding of a candidate's/returning adjunct's federal income tax from their pay.	New Adjuncts/ Returning Adjuncts
7.	1-9	Verified and appropriately signed by ACC department staff	Form used by departments to verify the employment authorization of each employee hired. Must be obtained within 3 days of employment.	Departments, New Adjuncts, and returning Adjuncts who have departed for more than 1 year.
8.	Credential Certification form	Dean <u>and</u> VP's for Skill Instructors and rare "hires by exception"	Form used to certify new <u>and</u> returning adjunct instructors to teach. Determinations are made in accordance to SAC's guidelines.	Department Chair/Dean
9.	Adjunct Faculty Conditions of Employment	New Adjuncts/ Returning Adjuncts sign form as approval	Provides "expectations" pertaining to their employment with ACC. Also contains House Bill 638: verifies college credit course (other than foreign language) are taught in English.	New Adjuncts/ Returning Adjuncts (if departed for more than a year)
10.	Direct Deposit form	New Adjuncts/ Returning Adjuncts sign form as approval.	ACC mandates that each employee participate in Direct Deposit. Form provides necessary information to create payroll checks.	New Adjuncts/ Returning Adjuncts

Approving Faculty with Alternative Credentials

Qualifying faculty to teach when they do not possess the normally expected education and work credentials is considered an unusual decision and is rarely used. While an individual cannot be expected to fulfill all of the criteria listed below, they should be expected to satisfy as many of the criteria as possible in order to be considered qualified through alternative credentials.

Approval of alternative credential requires approval Vice President of Instruction.

Appropriate and complete documentation will be maintained in the faculty member's credentials file located in the Human Resources Records Office.

Criteria for Consideration of Alternative Credentialing

1. Non-teaching work experience, including length of service, complexity of work, and how closely the work corresponds with courses the faculty member would be eligible to teach;
2. College degree closely related to the teaching field;
3. Number of college credits in teaching field or closely related area;
4. Reputation, especially at a state or national level. This must be demonstrated to the satisfaction of the College;
5. Special certifications or licenses;
6. Publications other than vanity presses;
7. Awards/honors/commendations;
8. Proof of how training in the teaching field was achieved;
9. Excellence in teaching, especially that which long-standing.

The criteria above are based on the Southern Association of Colleges and Schools' Principles of Accreditation. In addition to the primary consideration of an individual's highest earned degree, SACS states that "the institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, honors and awards, continued documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes."

Suggested list of recognized credential evaluation services for foreign transcripts

The following is a list of suggested Credential Evaluation Services.. Applicants are responsible for the costs associated with all translation/evaluation services. Evaluated transcripts may be mailed directly to the Highland Business Center, Office of Human Resources, 5930 Middle Fiskville Road, Austin, TX 78752

Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77844-9203
409-690-8912

Foreign Credentials Service of America
1910 Justin Lane
Austin, TX 78757
512-459-8428

Span Tran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
713-266-8805

International Academic Credential Evaluators, Inc.
P.O. Box 2585
Denton, TX 76202-2585
817-383-7498

Office of International Education Services
AACRAO
One Dupont Circle, NW
Suite #370
Washington, DC 20036-1110

International Education Research Foundations, Inc.
P.O. Box 66940
Los Angeles, CA 90066
213-390-6276

Translators

Inlingua Translation Services
3818 Spicewood Springs Rd. Ste. 300
Austin, TX
512-794-8789

Employment Laws

Summary of Major Employment Laws

ACC is an equal employment opportunity employer. It is our objective to ensure that all policies, procedures, and processes are developed and administered so as to ensure that every current and prospective employee is treated fairly. Hiring supervisors and committee members should be aware of the basic federal equal employment opportunity laws listed below. If you want additional information, please contact the Office of the Associate Vice President, HR. The pertinent laws include:

- Title VII of the Civil Rights Act of 1964
- Age Discrimination Employment Act of 1967 (ADEA)
- Americans with Disabilities Act of 1990 (ADA)
- Title IX of the Education Act of 1972

Title VII of the Civil Rights Act of 1964, as amended

The most comprehensive of all civil rights laws is the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. Title VII of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, sex, religion, gender, or national origin by employers in the hiring, promotion, discharge, compensation and other terms or conditions of employment. The primary issue in an employment situation is whether an applicant or employee was treated differently with regard to a job opportunity because of his or her race, sex, religion, color or national origin. Title VII also prohibits harassment on the basis of a protected classification and retaliation against anyone who files a complaint or grievance.

Age Discrimination in Employment Act of 1967 (ADEA)

The Age Discrimination Act of 1967, as amended, prohibits discrimination in employment matters based solely on age; it defines the protected age as being 40 years of age or older.

Americans With Disabilities Act

The ADA was passed in 1990 and is a far reaching statute. It intended to extend the provisions of the Rehabilitation Act of 1973. The ADA prohibits discrimination on the basis of disability with regard to employment, educational programs and facilities, public accommodations, and public services. In the employment arena, ADA protects qualified individuals who have a disability. A qualified individual is a person who can perform the essential functions of a job with or without reasonable accommodation. Information regarding interviewing strategies for use with applicants who have a disability is found later in this training module.

Title IX of the Education Amendments to the Civil Rights Act of 1972

Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to, discrimination under any educational program or activity receiving federal assistance.” It has been used in conjunction with and is similar to Title VII of the Civil Rights Act of 1964.

This document is meant to be a short summary of basic employment laws and does not reflect the entire scope of the laws.