Pima Community College
Adjunct Faculty Application Checklist

__Introduction

For information on how to become certified to teach as Adjunct Faculty at Pima Community College, see the application and certification process.

__Application

All applicants must complete an application form. Certification to teach at Pima will be considered for the disciplines you specify in your application. Course descriptions for each discipline can be found at Credit Courses.

__Résumé

All applicants must upload a current résumé or curriculum vita with the online application.

__Transcripts

Most applicants will need to order official (sealed) transcripts of undergraduate and graduate degrees as required for the discipline. Please ask your school(s) to mail them directly to the address below, or send them to facultycertification@pima.edu if they are electronic. If a transcript is mailed to you, do not open the envelope. Official transcripts must be opened by the Faculty Certification Analysts at Pima. Transcripts from an institution outside of the United States may need to be evaluated by a foreign transcript evaluation service, which must be on this list of approved agencies.

Pima Community College
Faculty Certification
4905 E. Broadway Blvd., Room B-215
Tucson, Arizona 85709-1105

__Licenses or Certificates

Some Occupational/Workforce disciplines, and a few Academic disciplines, require a license and/or certificate. You may upload copies of these documents with your online application.

__Letters of Experience

Most Occupational/Workforce disciplines, and a few Academic disciplines, require relevant work experience as verified in writing by a third party such as a supervisor/employer. See the Letter of Employment Experience guidelines for details on obtaining and meeting the requirements of this letter for most disciplines. The Faculty Certification Analyst assigned to you will send you the appropriate guidelines for the discipline(s) you wish to teach.

Questions about requirements? Contact Faculty Certification, 520-206-4417, facultycertification@pima.edu