

employee, and a copy is placed in the employee's personnel file in the Human Resources office at the Main Campus.

4. Orientation procedures for all employees are maintained and followed equitably.

Human Resources conducts standardized employee orientation with each new employee upon hiring. Employees are given a thorough overview of the college mission and culture, payroll processes, ADA and FMLA, job duties, internal forms, benefits, policies, safety, and required training, which includes blood-borne pathogens (for custodial and health professions employees), sexual harassment, and hazardous communication trainings. Upon completion of this orientation, the newly hired employee signs the checklist which is then placed in their personnel file.

B. Faculty

1. The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.

Each instructional program has qualified faculty with appropriate industry and/or educational expertise to manage the program effectively and achieve the mission of the College. The program faculty, with input from the occupational advisory committees and administration, oversee program admission requirements, scheduling, curriculum development, and procurement. Additional faculty are hired on an adjunct basis when needed. Faculty and adjunct faculty are generally hired from the industries for which they teach. A complete listing of full and part-time faculty members may be found on the Employee Roster.

Each faculty member possesses

2. At least a high school diploma (or equivalent).

Southwest Tech requires its faculty to have a minimum of a high school diploma and relevant work experience in the occupational area. Some program areas require faculty to have additional education and/or certifications as required by regulatory agencies and programmatic accrediting bodies.

3. Expertise in the area of responsibility that is actively maintained.

Southwest Tech requires its faculty to have relevant work experience in their assigned area of instruction. Faculty maintain expertise in their area of responsibility by logging interactions with industry contacts, attending professional development conferences, and continuing education to maintain industry credentials. Human resources staff maintain records of faculty resumes, applications, and relevant credentials.