INITIAL REVIEW — OFFICE OF HSPS

School District (SD) and / or DEF applicant forwards a copy of his/her transcripts to the Office of High School Programs and Services for initial review.

- If the applicant does not have the minimum required credentials:
  - Applicant will be notified that he/she does not meet the minimum requirement to teach at STC.
- If the applicant has the minimum required credentials:
  - Applicant will be notified that the transcript has been forwarded to the department for review.
  - If department chair confirms that the applicant has the needed credentials to teach the course then the process moves forward.

FOLLOW UP REVIEW — OFFICE OF HSPS

Applicant is contacted by the Office of HSPS and is informed to complete the interview packet that will include the STC application, resume, references, a copy of his/her transcript, and any certifications, awards, and documents related to their professional experience.

- Thereafter, the applicant meets with HSPS staff for preliminary interview and to review the application packet.
- Afterwards, the HSPS staff will set up an interview for the applicant with the department chair.

REVIEW — DEPARTMENT CHAIR & COMMITTEE

After the departmental review and interview is completed:

- If the applicant is recommended
  - Applicant will be informed that he/she has been recommended.
  - Intent to Hire form along with applicant’s documents will be sent to HR.
  - When notified by HSPS staff, the applicant will go to HR to complete hiring packet.
- If the applicant is not recommended
  - Applicant will be informed that he/she did not receive recommendation from department chair or interview committee.

REVIEW — HUMAN RESOURCES DEPARTMENT

After complete documents have been submitted to HR by the chair, along with Intent to Hire form, HR will complete its review.

- If cleared by HR
  - New DEF will complete the required paperwork, will be assigned an STC ID# and email account.
  - DEF can begin teaching college dual courses.
- If not cleared by HR:
  - Applicant will be informed of the reason.

Form revised: July 25, 2013