

**PROCEDURE:** SCHOOL OF MEDICAL LAB SCIENCE (MLS.04.04.00.00)  
**EFFECTIVE DATE:** 1/6  
**REVISION DATE:** 11/10, 5/18, 3/19, 4/20, 4/21  
**REVIEW DATE:** 1/07, 1/08, 1/09, 1/10, 11/11, 11/12, 11/13, 7/14, 3/15, 3/16, 5/17, 5/23, 5/24

**SUBJECT:** FACULTY ANNOUNCEMENT/SELECTION

**PURPOSE:**

To define the process used to announce and select qualified persons for an "open" faculty position.

**POLICY:**

1. Criteria for selection of faculty are as follows:
  - 1.1. Demonstrate effective communication and interpersonal skills
  - 1.2. Convey information in lecture and clinical laboratory areas to enable the student to achieve entry level medical laboratory science competency as a medical laboratory scientist graduate
  - 1.3. Possess a B.S. degree and certification from ASCP or equivalent for a medical laboratory scientist/equivalent
  - 1.4. Have two years minimum experience in a related area of instruction
  - 1.5. Exhibit a genuine interest in teaching and the desire to continuously develop and improve their instruction
2. **Selection of faculty is non-discriminatory with respect to race, color, religion, sex, age, disability, and national origin.**
3. Faculty selection may be subject to approval by the Advisory Committee.
4. Faculty are expected to follow responsibilities, preferred education, and professional development requirements as outlined in the *Lecture Instructor Responsibilities Policy (MLS.04.02.00.00)* and/or *Clinical Instructor Responsibilities Policy (MLS.04.03.00.00)*.

**PROCEDURE:**

1. Faculty vacancies will be announced at the supervisors' meeting, which will be recorded in the supervisors' meeting minutes.
2. Announcement of the faculty opening will be made by department supervisors at their section meetings.
3. Interested persons are to contact the program director and direct supervisor.
4. The program director will evaluate and select candidates for faculty position after consulting with the lab supervisor.
5. Names of candidate who meet faculty qualifications will be submitted to the Advisory Committee for approval if needed.

**REVIEWED BY:**

Program Director, School of Medical Laboratory Science