



**Division of Academic Affairs SCHOOL of BUSINESS AND
TECHNOLOGY**

Department of Hospitality & Tourism Management

Departmental Adjunct Faculty Policy on Faculty Credentials and Qualifications

Date: August 15, 2019

Hiring of adjunct faculty for the Department of Hospitality and Tourism Management should abide by the UMES Policy for Employment of Adjunct Faculty (link:

[https://www.umes.edu/uploadedFiles/ DEPARTMENTS/Academic_Affairs/Content/UMES%20POLICY%20EMPLOYMENT%20OF%20ADJUNCT%20FACULTY%20FOR%20FEB%202013%20APPRO VAL.pdf](https://www.umes.edu/uploadedFiles/DEPARTMENTS/Academic_Affairs/Content/UMES%20POLICY%20EMPLOYMENT%20OF%20ADJUNCT%20FACULTY%20FOR%20FEB%202013%20APPROVAL.pdf), approved by President Feb 15, 2013) . However, due to the unique nature of the Hospitality and Tourism Management program, specific requirements on adjunct faculty credentials and qualifications are clearly stated herewith.

1. Credentials and Qualifications for Hospitality and Tourism (HTM) Adjunct Faculty
CREDENTIALS AND QUALIFICATIONS FOR HOSPITALITY AND TOURISM (HTM) ADJUNCT FACULTY

Generally, a Master's degree in HTM, Business or a related discipline is required. The Doctorate is preferred. In certain circumstances where an established subject matter expert hold the Bachelor's degree and presents a minimum of 10 years' professional experience, applications will be accepted and considered. Candidates holding the Certified Hospitality Educator (CHE) designation and teaching experience with an ACPHA accredited school will receive priority.

The successful candidate must have a commitment to undergraduate teaching and student advisement as well as participating in scholarly activity at the university level. Evidence of strong oral and written communication, computer and critical thinking abilities, and excellent presentation skills are required. Additionally, the successful candidate must have the ability to work effectively and collegially with faculty and staff in the Department and University and with students from diverse ethnic, cultural, and socioeconomic backgrounds.

2. EEO STATEMENT:

UMES is an EEO/AA employer and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, religion, national origin, marital status, genetic information, or political affiliation. Minorities, women, veterans, and persons with disabilities are encouraged to apply. The successful candidate must be able to show acceptable documentation establishing the right to accept employment in the United States of America without employer sponsorship.

3. ADJUNCT FACULTY SELECTION PROCESS

All adjunct faculty candidates should apply for positions through UMES Human Resources by UMES Employment Policies. Applications will be reviewed by a departmental ad-hoc committee and be recommended to the Chair depending on the needs of the department.

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