



NORTHERN MARIANAS COLLEGE
ACADEMIC PROGRAMS AND SERVICES

ADJUNCT INSTRUCTOR CERTIFICATION FORM

SEMESTER/YEAR

(Department)

(Name of Instructor)

(Course)

1. The prospective adjunct instructor has submitted a completed application with his/her transcripts (official or unofficial) to the Human Resources Office. HRO has screened the application to ensure that it is complete and that the candidate has met the qualifications for the position. *(Applicants with degrees from non-US accredited institutions must have their transcripts evaluated through a transcript evaluator at the applicant's expense.)*

Approved()/Disapproved() _____ Date _____.

2. The department chair/program director has reviewed these documents with the Human Resources Office and has determined that the applicant is academically qualified to teach this course.

Approved()/Disapproved() _____ Date _____.

3. Applicant has been interviewed by the academic department chair and/or appropriate faculty for the course the applicant is applying to teach. The department chair/program director has determined that the applicant's ability and commitment to teach the course, understanding of departmental expectations, ability to participate in relevant Program Review and Outcomes Assessment (PROA) activities, and agreement with course content and student learning outcomes are satisfactory.

Approved()/Disapproved() _____ Date _____.

4. Upon completion of the above requirements, the applicant was provided a departmental/NMC orientation to clarify his/her responsibilities, the necessary records that need to be maintained and the due dates. Following the orientation, and no later than two weeks before the first day of classes, the applicant must submit a syllabus for the course he/she is scheduled to teach, which includes the appropriate information, department and college policies, grading information and student learning outcomes. The syllabus must be approved.

Approved()/Disapproved() _____ Date _____.

The above applicant has/has not (circle) met all the above listed requirements.

(Typed Name) _____ Date _____.
Department Chair Signature

(Typed Name) _____ Date _____.
Dean, Academic Programs & Services Signature

Memorandum of Agreement


Entered this 29th day of May, 2007, by and between the Northern Marianas College-Tinian Instructional Site (NMC), and Tinian Health Center (THC).

WHEREAS,

1. NMC, as the sole post secondary education provider on Tinian, has approximately 100 students;
2. NMC recognizes the need for counseling services of its students, however, does not have any counselor on its instructional site;
3. THC employs a Certified Mental Health Counselor.

NOW THEREFORE, NMC and THC hereby agree to the following:

1. THC upon the request of NMC will provide mental health counseling services to NMC students, faculty and staff every Tuesday during the hours of 8:00 a.m. until 10:00 a.m. beginning the 2007 Fall Semester. Students may also be referred on an urgent basis if required.
2. NMC will assign a private counseling room and necessary support for THC Mental Health Counselor to provide mental health counseling to NMC.
3. The mental health counseling is an extended program of THC and thus will provide services without any charges.
4. THC will provide services and will maintain its confidentiality and patient rights.
5. NMC accepts the THC Mental Health Counseling Program and waives THC of any liability in providing services.



Carmen Fernandez, President
Northern Marianas College

Rita Manglona, Director
Tinian Health Center

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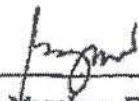
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