

Adjunct Instructors (EO/EEO Faculty)

An adjunct instructor is a subject-matter qualified individual utilized to assist with student instruction. Adjunct faculty are nominated by their respective Service and selected by DEOMI to support full-time faculty in the instruction of accredited lessons. Fully qualified/certified adjunct faculty can implement DEOMI instruction (aided or unaided) during auditorium lectures, activities (practical exercises), demonstration/performance, small-group discussions (laboratory), as well as, provide feedback on student performance, proctor and grade tests, and approve successful completion of steps in a process (criterion checklists).

The process of selecting individuals for the adjunct candidate pool starts when the applicable training directorate (EO/EEO) interviews applicants and determines that they meet the minimum qualifications to teach at DEOMI (see Basic Qualification criteria). Both EO and EEO adjunct faculty must meet the following criteria:

Basic Qualification Criteria: (Military/Civilian/Contractor)

1. Faculty Fundamentals:

- ✓ Possess, as a minimum, an associate degree from a regionally or nationally accredited postsecondary institution.
- ✓ Successfully completed basic instructional skills/instructional methodology course (Civilian or Military equivalent). Validated through certificate or training records
- ✓ Successfully completed applicable DEOMI EO/EEO occupational training (e.g. EOAC, EOARCC, EEOCC, SEPM, etc.) **Note:** For EEO adjunct faculty, EEOC training may be substituted for DEOMI training.
- ✓ At least one year of relevant and applicable subject area experience (demonstrated EO/EEO subject-matter expertise) **Note:** Has served or is currently serving in an EO/EEO role.

Once selected the candidate must also achieve the following:

1. **EO** Occupational Training Adjunct Instructor Criteria:

- ✓ Complete DEOMI Faculty Training Development Program (FTDP) (one-time requirement)
- ✓ Transition through an EO occupational training Mentorship Program, resulting in a successful completion of an established Personnel Qualification Standard (PQS) and score a minimum 80% on all instructor certifications.

2. **EEO** Occupational Training Adjunct Instructor Criteria:

- ✓ Equal Employment Opportunity Specialist (0260 series)

- ✓ Minimum 5 years in the field/fleet/wing
- ✓ Completed DEOMI Small-Group facilitation training. Paid for by supporting organization
- ✓ Transition through an EEO occupational training Mentorship Program, resulting in a successful completion of an established Personnel Qualification Standard (PQS) and score a minimum 80% on all instructor certifications.
- ✓ TDY to DEOMI two (2) work days prior to start date of training to certify on blocks of instruction (paid for by supporting organization)
- ✓ Follow nominative process by the supporting organization and send application (DEOMI web site. Application requires signature of supervisor) and resume to DEOMI NLT 30 November of each year
- ✓ Prefer grades GS-12 and above, or military equivalent (e.g. O-4)

Dr. Robert Carrigan
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