

**DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE  
EEO EDUCATION ADJUNCT FACULTY SELECTION PROCESS**

1. The Defense Equal Opportunity Management Institute (DEOMI) is seeking motivated individuals from Department of Defense and Federal Agencies willing to put their wealth of knowledge of Equal Employment Opportunity (EEO) to work by assisting in training upcoming EEO practitioners. In order to fulfill this need the DEOMI EEO Education Director and Program Managers work together to determine the best applicants to serve as adjunct instructors. EEO practitioners seeking challenge and growth in their profession are encouraged to apply as demographics of all types such as experience, race, sex, religion, ethnicity, and many others are highly desirable for each class.
2. All applications must be submitted by the 30<sup>th</sup> of November in order to be considered as an adjunct faculty member the following calendar year (CY) and must meet the requirements outlined on the attached Information Paper subject Adjunct Instructors EO/EEO Faculty)
3. The selection process is done once a year (usually December) prior to the start of the CY EEO courses. This time frame allows the EEO Education Staff to meet, select and if needed complete telephone interviews with potential adjunct instructors.
4. Notices will be sent via email to limit any lag time about their acceptance into the program and their availability throughout the year. Applicants will determine which courses they are interested in serving in and keep in mind the selection to serve in any of the programmed courses will be decided on the discretion of each course manager.
5. Although an applicant is approved for acceptance into the program it does not automatically guarantee participation as an adjunct faculty. The EEO Education Director and Program Managers reserve the right to decide who will participate in any of their scheduled courses.
6. Personnel who have served as adjunct faculty in the past prior to the establishment of these revised guidelines will continue to be selected to serve by request and at the discretion of each course manager. The opportunity for these personnel to attend (FTDP) and certify as platform instructors is also afforded should they show the interest to do so.
7. Funding for adjunct faculty members needing to attend FTDP or participate as an Adjunct will be the responsibility of the applicant and current organization.
8. Ninety days prior to start of scheduled courses course manager's will contact the adjunct candidate for their availability for upcoming course and will follow-up with a welcome letter which will be sent via e-mail and U.S. mail concerning billeting, dress code requirements and course preparation.
10. Submit your application to [direqemp@patrick.af.mil](mailto:direqemp@patrick.af.mil) and any applicant seeking further information about this process can either email or call (321) 494-2737 or DSN 854-2737.