

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 3/12/96 REVISED: 12/7/2009
HIRING ADJUNCT FACULTY	PE2

OVERVIEW

Process for recruiting applicants for new adjunct instructor positions and the use of established hiring pools for selecting candidates for interviewing. This procedure shall be used to hire adjunct faculty when no current faculty or faculty who have had active assignments within the last two years are available.

FORMS USED

Discipline List
 Equivalency Determination Form
 Minimum Qualifications for Faculty & Administrators in California Community Colleges

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

California Education Code 87350 et seq.

PRIMARY STAKEHOLDER: Human Resources

COMMENTS

All applications for adjunct instructor must be processed by the Employment Services Department in order to determine if minimum qualifications established by the Statewide Academic Senate are met. Applicants meeting state standards are held in a "hiring pool".

Applicants who meet departmental standards are eligible for interview. At the discretion of each department, interviews may be conducted at any time prior to the staffing of a class. Departments may conduct interviews when there is an upcoming staffing need.

The interviewing method is determined by each department. Some departments may rely on the chair or coordinator to conduct the interview. Others may opt for a panel interview consisting of members of the department. The interview may consist of a teaching demonstration, in an actual class under the supervision of the instructor of record. More than one applicant must be interviewed for each position. The decision to hire should not be made until completion of all scheduled interviews. The department must consider all qualified applicants. All candidates interviewed must be treated equally and evaluated by the same job-related standards.

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<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Department Chair/Coordinator	<p>Identify Projected Needs At the beginning of the semester, individual Chairs and Coordinators will provide projected hiring needs for the following semester to the Employment Services Department.</p>
2	Employment Services Chair/Coordinator	<p>Recruit when Necessary The Employment Services Department will actively recruit in areas where the applicant pool is insufficient. Department Chairs and Coordinators are encouraged to recruit and direct interested candidates to the district application and hiring pool.</p>
3	Applicant	<p>Submit Application Applications are available online at the District's job website, and are submitted electronically.</p>
4	Employment Services	<p>Screen for Minimum Qualifications Minimum qualifications are based on standards and criteria established by the Statewide Academic Senate. Applicants requesting a determination of minimum qualification based on equivalencies are required to submit an Equivalency Determination packet.</p> <p>If the applicant meets minimum qualifications, add the applicant to the appropriate discipline hiring pool. The hiring pool includes all qualified applicants and is maintained on a computerized data base.</p>
5	Employment Services	<p>Provide Guest User Access Upon request by a department Chair or Coordinator, provide Guest User account access to applications for the departments.</p>

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6 Department

Select Applicants for Interviews

The department conducts a secondary screening of the applications in the hiring pool to determine which applicants are qualified for interview.

7 Department

Conduct Interviews and Check References of Applicant(s) Under Consideration for Hire

Interview all selected applicants. Upon completion of interviews and selection of the candidates under consideration for hire, reference checks should be conducted using the following guidelines:

- a. Contact each candidate's present or most recent employer.
- b. For consistency of information and method, either one person should conduct the reference checks or a conference call allowing others to participate may be appropriate.
- c. The same general questions should be asked of each candidate's references.

These calls are to be held in strict confidence. A standard reference format is to be used.

If reference reports are acceptable, select final candidate.

8 Department

Select the Most Qualified Applicant

Once an applicant is selected for hire, his or her name will be submitted to the appropriate administrator. Applications for individuals not selected for hiring will remain in the hiring pool.

Notify applicants and Employment Services of hiring decision.

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- 9 Dean **Make Emergency Appointments as Required**
If after completion of the interviews it is determined, based upon valid job-related criteria, that none of the applicants are desired for the position under consideration, or no qualified applicants are available in the pool, the Dean may submit an appointment. The Dean must provide comments on disqualified applicants summarizing the basis for disqualification.
- 10 Newly Hired Personnel **Submit New Hire Materials**
Obtain a new hire packet and submit to Employment Services.
- 11 Employment Services **Process Emergency Appointment**
Process appointment and continue to work with the department to recruit other qualified applicants.
- 12 Department **Continue Screening for Subsequent Semesters**
Before reappointing an emergency appointee for subsequent semesters, the department must screen the pool, including the emergency appointee's application.
- 13 Employment Services **Retain Applications**
In the event that an applicant has submitted applications for more than one discipline, and is hired, applications in other disciplines shall remain on file.