

Procedures for Recruitment and Employment of First-Time Part-Time Faculty**SECTION I - PHILOSOPHY**

- 1.1 It shall be the policy of the State Center Community College District to recruit and hire highly qualified part-time faculty who are expert in their subject areas, who are skilled in serving the needs of a culturally and ethnically diverse student population served by the District, and who can enhance overall college effectiveness. Indispensable characteristics include excellence in teaching, expertise in subject matter, positive personality traits, leadership ability, and a commitment to both students and the community college philosophy.
- 1.2 The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.
- 1.3 Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.
- 1.4 Because circumstances vary widely from one department to another, each department may adopt specific part-time hiring policies tailored to the needs of that department. Such departmental policies must be consistent with the district policy on part-time hiring, but may impose additional steps or safeguards. Such additional policies must be kept on file with the dean/division office and the Vice President of Instruction's office.
- 1.5 Hiring procedures are based on a recognition that responsibility for selecting faculty is shared cooperatively by faculty and administration participating effectively in all phases of the hiring process.
- 1.6 All applicant files, reference checks and selection committee discussions relative to faculty hiring shall be governed by strict confidentiality.

Procedures for Recruitment and Employment of First-Time Part-Time Faculty (continued)

- 1.7 A joint committee of administration and Academic Senates shall review these procedures at least every five years.

SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY

- 2.1 The Board of Trustees, Administration, and the Academic Senates have the shared responsibility to ensure that Equal Employment Opportunity goals are a part of the overall process of hiring part-time faculty.
- 2.2 All participants in the hiring process shall receive training in Equal Employment Opportunity procedures and shall become knowledgeable about the Equal Employment Opportunity goals of the District and its colleges.
- 2.3 In complying with Board Policy and Equal Employment Opportunity goals, the District is committed to an effective hiring process that does not discriminate against any individual.

SECTION 3 - POSITION IDENTIFICATION/APPROVAL

- 3.1 The need for part-time faculty positions shall be determined cooperatively by the area administrator and department chair/division representative or a faculty member designated by the chair/division representative, through a well-defined, thoughtful planning process.
- 3.2 The hiring of part-time faculty requires the approval of the president or president's designee.

SECTION 4 - JOB DESCRIPTION

- 4.1 In all cases, the candidate shall meet the minimum qualifications for his/her certificated assignment at the community college level as established by the Academic Senate for California Community Colleges, and adopted by the Board of Governors of the California Community Colleges.

Procedures for Recruitment and Employment of First-Time Part-Time Faculty (continued)

- 4.2 Hiring criteria that are beyond the minimum qualifications set by regulation may be established.

SECTION 5 - EQUIVALENCIES

- 5.1 Every faculty employment application shall include a form which applicants can utilize to describe the exceptional experiences, backgrounds or degrees which would be equivalent to the stated degree requirements. On the form, the applicants must indicate why they think they have the equivalent to the exact degree(s) or experience that is stated in the minimum qualifications. It is the responsibility of the applicants to provide the completed employment application forms and the necessary documentation.
- 5.2 Each Academic Senate shall establish within its structure a standing committee for the express purpose of determining the validity of the equivalency petition.
- 5.3 The employment application along with the equivalency petition shall be forwarded to the major department for a review and evaluation. Unless denied, a written statement of support of equivalency shall be sent along with the employment application and equivalency petition to the standing committee. After review and discussion by the standing committee of the employment application, equivalency petition and department recommendation, the committee will concur with or deny the petition. If the petition is supported, the applicant shall be included in the pool as having met minimum qualifications.
- In the event that the standing committee does not agree with the department recommendation, the committee and departmental representatives must meet and arrive at a decision. If a decision is not developed through the discussion process, it is determined that an equivalency does not exist and the petition is denied.
- 5.4 In assessing the appropriateness of an equivalency petition, the departmental discipline and Academic Senate standing committee should determine that the applicant is able to demonstrate subject matter knowledge that is equal to the minimum stated qualifications through occupational or professional experience. The determination of equivalencies that meet the minimum standard will occur through a detailed review of the equivalency petition.

Procedures for Recruitment and Employment of First-Time Part-Time Faculty (continued)

- 5.5 The following are listed as suggestions for the development of departmental discipline equivalency.
 - 5.5.1 Substantial work experience equivalent to the degree, e.g., in computers, engineering, or journalism.
 - 5.5.2 Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications.
 - 5.5.3 Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.
- 5.6 Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.
- 5.7 Employment of faculty interns in part-time temporary teaching positions shall be in accordance with the provisions of Title 5.

SECTION 6 - SELECTION PROCESS

- 6.1 The department chair/division representative or his/her designee, together with any subject area faculty designated by the policies of that department to participate in the selection process, shall review applicant files, select and interview potential candidates and recommend instructors for part-time positions to the appropriate dean.
- 6.2 The area administrator shall recommend for employment only candidates recommended by the department.
- 6.3 In cases of emergencies, after reasonable efforts have been made to consult with a department representative, the area administrator may recommend a part-time faculty member for initial employment without departmental review. However, such assignments shall be for one semester only, and the applicant will be notified

Procedures for Recruitment and Employment of First-Time Part-Time Faculty (continued)

of this at the time of hire. The applicant may not be rehired for any subsequent semester without having gone through the normal, non-emergency selection process outlined above.

- 6.4 To reduce the need for emergency hires and to facilitate hiring that sometimes must occur during school vacation periods, departments are encouraged to develop a pool of qualified applicants who have already been interviewed and approved by the department.

SECTION 7 - NOTIFICATION OF APPLICANTS

- 7.1 All part-time faculty will be advised of their assignments in a timely manner.
- 7.2 A part-time faculty member's weekly teaching load (or the equivalent load), shall not exceed 60% of the full-time assignment of regular faculty members during any given semester. The combined load of a part-time faculty member, teaching at more than one of the District's campuses/centers, shall be held to the same 60% maximum standard. The area administrator shall advise the successful applicants that they may not exceed the maximum weekly load as described above.

SECTION 8 - LOCATION OF ASSIGNMENT

- 8.1 Once an applicant has accepted an offer of assignment from a college/center for the upcoming semester or summer session, the applicant is obligated to fulfill the terms of the agreement. Any request to void the agreement and accept an offer from another college/center within the district will require the agreement of first-line administrators at both institutions.

Adopted by Chancellor's Cabinet: August 18, 2008