Procedure for Hiring Part-time/Adjunct Faculty
Per District’s Affirmative Action Plan of 1996

This procedure shall be used to fill a temporary, part-time hourly position.

a. Goals and Timetables

The Goals and Timetables (the current workforce composition of the campus disciplines) shall be used to determine areas of under-representation for persons with disabilities (Deleted “ethnicities and gender” consistent with Prop. 209) in the Discipline/Division, the College, the District and the Community in accordance with the District's Affirmative Action / EEO & Diversity Plan. Annually the Vice President/Dean shall be responsible to assure the Hiring Manager/Dean (Replaced “Center Chair/ Assistant Dean”) review the Goals and Timetables with the regular full-time faculty in the discipline/division.

b. Applicant Pool

On a continuous basis, the Human Resources Department shall recruit broadly, advertising annually for a part-time hourly pool, incorporating use of the statewide registry, known minority agencies, advisory committees, professional contacts and organizations, to develop a diverse general applicant pool for all disciplines. This pool will be developed using a centralized data base maintained and updated by the Human Resources Department and the Academic Support Services Department (Replaced “the Continuing Education Department”) at each campus.

District interest forms and personal letters of interest received from prospective faculty, either by the campus divisions or by the Human Resources, will be acknowledged by the Human Resources Department and the Academic Support Services Department at each campus with instructions to submit transcripts, E EO survey, an application form, cover letter, resume and equivalency form, if appropriate. As completed applications are received, Human Resources will route them to the appropriate Dean. Where there is a question concerning minimum qualifications, the Dean will forward the application materials to the Campus Equivalency Committee of the Academic/Faculty Senate to determine the applicant's equivalency. The names of those applicants who satisfy minimum qualifications will be entered into the computer system according to discipline, with additional information such as gender, ethnicity, and availability.
c. **Assessment for Inclusion in Applicant Pool**

To be considered for the applicant pool, each application must include:
- A District application
- *A Cover Letter*
- A resume
- If seeking equivalency, an equivalency application and support materials
- Official or unofficial transcripts showing all degrees earned

d. **Selection Process**

The appropriate Dean will review at a minimum of once a year, or as necessary, the applicant pool for diversity, program needs, and availability of part-time faculty for the number of units required to staff the schedule. *Human Resources (Replaced “Continuing Education “) may (Replaced “will”) prepare a report of hires to the President each semester by Discipline/Division, including gender, ethnicity, and disabilities.*

e. **Interview Process**

The Dean or designee shall serve as Chair of the interview committee and will form the committee consisting of at least two faculty knowledgeable of the subject area or related area and with at least one faculty from an underrepresented group.

The Committee shall follow the process used for regular full-time hires. Once the committee has made its recommendation(s), all screening materials will be returned to Human Resources.

f. **Bank of Screening Criteria**

Human Resources shall have available a bank of interview questions, etc., for use by the screening committees.

g. **Hiring from the Pool**

Whenever there is a vacancy in the discipline or division, the Dean reviews the Goals and Timetables to determine if there is under-representation in any ethnic group. If there is a candidate from the pool that satisfies this need, that candidate shall be chosen first.
h. Emergency Hire

In instances when pools are depleted and/or when part-time hourly faculty openings occur within 45 days of the beginning of the assignment, the Dean, with a minimum of one faculty member, shall seek out a qualified candidate for the position.

The person hired under these circumstances will be required to compete with others during subsequent screenings in order to continue employment beyond the term for which the immediate hire was made. If there is no pool for the discipline, the Dean will notify Human Resources of the need to develop such a pool.

In rare cases in which the position is of such a specialized nature that efforts to establish a diverse pool have been unsuccessful, the Dean, with faculty assistance, may select a qualified applicant for the position from any available sources.

In those rare cases, the Dean will prepare a written explanation for using the emergency procedures. This statement will be forwarded to the Vice President with a copy to the Human Resources.

These procedures will be reviewed annually by the District EEO & Diversity Committee.

F. Affirmative Action Commitment

1. All employment practices, including selection, assignment, promotion, transfer, demotion, or termination decisions, shall be based on job-related factors which include qualifications and capabilities. Seniority shall be considered as required by law. The goals of the Affirmative Action / EEO & Diversity Program shall also be designed to meet the special needs and aspirations of protected groups, students and the community through counseling, bilingual/multicultural education, and school-staff mobility .(Title 5, Regulations of the California Administrative Code, S 53028)

2. To effectuate its Affirmative Action / EEO & Diversity commitment, the District shall seek to hire and retain employees whose backgrounds and abilities add to the cultural diversity of the institution, and who can act as positive role models. The District shall:

   a. Review procedures to eliminate any unlawful discriminatory practices.
   b. Display State Department of Fair Employment and Housing and Equal Employment Opportunity Commission posters where applicants and interviewers are likely to see them.
   c. Eliminate gender-stereotyped job titles (and other descriptors).
   d. Whenever possible, assign persons with bilingual skills to provide service to non-English-speaking persons or limited-English-speaking-ability persons.
e. In a reduction in force situation, examine programmatic needs in a very comprehensive manner to ensure that protected group members are retained in a fair and equitable manner.

f. The Affirmative Action / EEO & Diversity Officer or designee shall be included in all deliberations concerning reductions in force. (California Community College Affirmative Action Guidelines, S 53028)

G. Agents

I. Any individual or group of individuals acting on behalf of the local governing board for the recruitment and screening of personnel, including College Executive Officers, are agents of the District and subject to all state and federal laws and regulations. (Title 5, Regulations of the California Administrative Code, S 53025)

2. All individuals or organizations which represent the Community College in the selection process act as agents for the District. Agents shall have the responsibility for ensuring a representative pool of applicants. Contracts with agents shall include a requirement of a report on procedures to be followed by the agent and such report shall be certified by the Affirmative Action / EEO & Diversity Officer as meeting Affirmative Action / EEO & Diversity requirements. (California Community College Affirmative Action Guidelines, S 53025)