

# ADMINISTRATIVE REGULATION

4225

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## RECRUITMENT: PART-TIME FACULTY

This administrative regulation is intended to provide the guidelines for the recruitment of part-time faculty. South Orange County Community College District and the Academic Senates agree that this regulation cannot address every situation that arises during the recruitment of part-time faculty members. Exception to this administrative regulation may only be made by the chancellor or designee.

### SECTION I: POSITION IDENTIFICATION AND ANNOUNCEMENT

1. Position Identification: To the extent possible, department chairs from each department/school shall draft a tentative annual schedule of course offerings projecting summer, fall, and spring terms.

A staffing proposal for these terms will be projected to identify areas that may need to be filled with part-time faculty assignments.

2. Applicants who contact the division or school directly should be referred to the District website to complete an online application for each discipline which he or she wishes to be employed

### SECTION II: APPLICATION AND SELECTION PROCESS

1. All applicants must complete an online District part-time faculty employment application and submit a resume and supporting transcript(s). Unofficial transcripts are accepted for purposes of review.
2. The Office of Human Resources will screen all applications and make available to the department chairs those applications that are complete and meet minimum qualifications, or have completed equivalency questions.
3. The department chair, or in the case for areas without a chair, a designee elected by a full-time faculty majority will screen and review applications forwarded by the Office of Human Resources, giving full consideration to the special needs of the department or program and the student populations to be served.
4. The faculty member should be the department chair whenever possible. The chair or designee should have received training in equal employment opportunity employment and workforce diversification before beginning the hiring process. The chair or designee will interview the qualified applicants who possess the minimum qualifications, or applicable equivalencies and meet the needs of the department or program, and the needs of a diverse student population. The selection of the interview candidates is the responsibility of the chair or designee. After the interview process, the chair or designee shall forward the names of the desired candidate(s) to the division/school dean for approval. This approval shall

not be withheld arbitrarily. All candidates will have their references reviewed prior to submission for hire.

5. Each applicant interviewed must have submitted evidence of qualifications via the online application process prior to the interview.
6. Applications of candidates seeking equivalency will be forwarded to the department chair or designee for review and action. The chair or designee shall consult with department faculty who qualify as discipline experts if necessary.
7. When no applicable pool exists, the chair or designee, working with the Office of Human Resources, will develop a position announcement for a new pool. The announcement must include the minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program in accordance with District policy on Minimum Qualifications or Equivalency.

If minimum qualifications do not exist for the discipline, the Dean or designee, working with the College's Academic Senate, will follow the procedures outlined in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" publication to establish a new discipline. The Office of Human Resources shall be notified when this process is initiated.

### SECTION III: EMERGENCY HIRES

1. In the case of an unexpected need at or near the start of a term when there are no qualified candidates in the pool(s), the department chair or designee may enlist qualified applicants to submit an online application and contact the Office of Human Resources to expedite the hiring process. Those applicants must meet the minimum qualifications or equivalent as outlined in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" publication. Candidates must be interviewed by the department chair or designee.
2. Part-time faculty hired through this emergency process must complete an online application for the applicable discipline, provide copies of transcripts, have cleared the California Department of Justice LiveScan background check, completed the I-9 Form and provide applicable supporting documentation, and have a current tuberculosis (TB) clearance prior to the first day of instruction.

### SECTION IV: OFFER OF EMPLOYMENT

1. The division/ school initiates the hiring process in the District's information management system.
2. The division/ school will convey a conditional offer of employment to the selected candidate.
  - a. The offer is contingent upon several events taking place, such as, but not limited to, completion of the online application, provided copies of transcripts, have cleared the California Department of Justice LiveScan background check, and have provided a current tuberculosis (TB) clearance prior to the first day of class.

- b. Candidates hired for part-time faculty positions will be provided an employment agreement, for contractual semesters only, by the Office of Human Resources and an assignment letter, for each applicable semester, by the division/ school.
3. The Office of Human Resources will determine salary placement in accordance with the current Academic Employee Master Agreement and related Salary Schedule.
4. The Office of Human Resources will contact the candidate to complete the necessary paperwork/Workday items and schedule a new hire orientation.

*References:*

*Education Code 70902, 87100, 87481, 87482, 87482.5, 87482.8, 87355, 87356, and 87359*

*Title 5 Sections 53000 et seq., 51023.5*

*ACCJC Accreditation Standard III.A.1*

*Minimum Qualifications for Faculty and Administrators in California Community Colleges,  
California Community Colleges Board of Governors*