

Human Resources

AP 7212 TEMPORARY FACULTY**References:**

Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year, or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit temporary employees to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

Recruitment Process

Recruitment:

In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and screening will be conducted, allowing for the continuous recruitment of part-time faculty. Applications for all disciplines or programs will be accepted throughout the year. Once screened, applications will be held for one year. After the one year period, applicants who have not been hired will be notified by the Human Resources Departments that they may update their application and have it kept on file.

Exceptions:

If an unanticipated hire is needed, an expedited interview process will be conducted. However, all individuals must have a completed application packet on file with the Human Resources Office and must meet minimum qualifications prior to the beginning of the assignment.

Job Announcement:

Individual announcements for each discipline will be developed by the Human Resources Office and shall include the following:

- a. minimum qualifications, equivalency, desirable knowledge, abilities, and skills;
- b. other terms and conditions of employment as required by contract, District policy, or State law;
- c. the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff."

The appropriate Deans, Directors, and Coordinators or Department Chairs will be asked to assist with developing "Desirable Knowledge, Abilities, and Skills," which will be the basis for the screening criteria. The announcements may be reviewed by the Office of Student Learning and the Academic Senate.

Advertising:

An advertisement will be developed that lists all disciplines for which applications are being invited.

Recruitment Area:

Ads will be placed in appropriate publications, including the internet and other electronic outlets.

Application Screening Process for Minimum Qualifications

Applications will be reviewed by the Human Resources Office for minimum qualifications. If the applicant has applied for a minimum qualification equivalency the application materials will be sent to the Academic Senate's designee.

Screening Committees

A screening committee for each discipline recruited will be formed.

1. **Composition:** The screening committee shall be composed of at least one faculty member from the relevant discipline or a closely related field. The selection of the faculty to serve on any given committee shall be made by the President of the Academic Senate, the appropriate Dean or Director, chosen by the Superintendent/President, may also participate. If a committee member has to withdraw and cannot be replaced prior to the beginning of interviews, or a committee member chooses not to participate in the screening process, the committee will continue with the remaining members.
2. **Training:** All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, and the search/screening process.
3. **Scope of Responsibility:** All committee members, with the exception of the Equal Employment Opportunity Officer or designee, will participate equally in the decision-making process.
4. **Role of the Equal Employment Opportunity Officer Designee:** The Equal Employment Opportunity Officer or designee will serve as a resource to the committee and will provide the following services: a) provide training in the relevant State and Federal provisions for equal opportunity the faculty search/screening process; b) assist in developing job related screening criteria, weighting systems, questions, guideline answers, and the teaching demonstration and/or other type of performance indicator exercise(s), if applicable; c) record the responses of the candidates during the interview process; d) facilitate the committee discussion of the evaluation scores for each candidate; and e) in concert with the committee chairperson compile the total points for each candidate and rankings.

The Equal Employment Opportunity Officer or designee serves as the monitor in the screening/selection process and may report and intervene in the event of irregularities.

5. **Confidentiality:** The search/screening/recommendation process is confidential. All members of the committee are expected to adhere to strict confidentiality, and all information reviewed and discussed will not be shared with anyone, with the exception of the respective Vice President and the Superintendent/President as stipulated below, who are not members of the committee.

Development of Screening Materials

The committee will develop the detailed job-related screening criteria, weighting systems, questions, guideline answers, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable to be used in the interview. All screening materials will be reviewed by Human Resources.

Evaluation and Recommendation Process

1. **Applicant Screening:** Members of the committee shall individually review each qualified applicant's application, transcript(s), resume or curricula vitae, and other materials which

the applicant submitted, and using the standardized rating scale and previously agreed upon criteria, shall evaluate, score, and rank each applicant. Each committee member shall keep a standardized record of his/her evaluation. The committee shall agree upon the number of applicants to be invited to interview. The Department shall determine the date(s) of the interviews and Human Resources Office will schedule interviews and make all necessary arrangements.

2. **Interviews and Recommendations:** Interviews will be conducted and members of the committee shall individually evaluate and score each candidate, using the standardized rating scale, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable. Each committee member shall keep a standardized record of his/her evaluations. At the conclusion of the interview process, committee members shall discuss their evaluation scores for each candidate. The committee members shall agree, on those candidates whose names shall be submitted to Human Resources or administrative designee for reference checks. Results of reference checks shall be submitted to Human Resources. All applications, supporting documents, and screening committee documents will be returned to the Human Resources Office.

Selection

Human Resources may disqualify candidates as a result of reference/background checks. The names and contact information for the final list of candidates will be forwarded to the appropriate department chair.

Appointment/Duration of Eligibility

Candidates in the pool may be offered temporary employment by the Superintendent/President or designee for approval by the Board of Trustees. The Board of Trustees or its designee shall have the authority to make all final hiring decisions.

Notification of Candidates

The Human Resources Office will notify all applicants of their selection or non-selection.

Unsolicited Applications

Human Resources does not accept unsolicited applications outside of active recruitments.

Date Revised: November 18, 2011

Date Approved: May 18, 2010
(Replaces College of Marin Procedure 5.0006.1 DP.1)