

Human Resources

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To Academic Senate 1/16/2025

AP 7212 TEMPORARY FACULTY**References:**

Education Code Sections 53406, 80435, 87481, 87482, and 87482.5

Education Code Section 87481

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.

Education Code Section 87482

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 because of the higher enrollment of students during that semester as compared to the other semester in the academic year, or because a faculty member has been granted leave for a semester, 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. 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.

Education Code Section 87482.5

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 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. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

I. General Provisions**A. Equal Employment Opportunity (EEO)**

Commitment to Diversity: In all phases of recruitment and hiring, equal opportunity shall be afforded to all employees and applicants for employment without discrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, gender identity, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or because the employee or applicant is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Equal employment opportunity issues are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

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.

B. Part-time Temporary Faculty Employees

Human Resources will have primary responsibility for implementing Administrative Procedures for the employment of part-time faculty employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines.

II. Recruitment Methods for Part-time Temporary Faculty

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 for most disciplines, allowing for the continuous recruitment of part-time faculty. The determination whether a discipline warrants year-round recruiting will be made collectively by Human Resources and the administrative dean/director. Once submitted, pool applications will be held for one year. After the one-year period, applicants who have not been appointed to the pool may re-apply.

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.

In addition, when a full-time faculty recruitment is conducted, applicants for the full-time position will have the opportunity to indicate whether they would like to be considered simultaneously for the part-time temporary faculty pool in the event they are not selected for the full-time position. An applicant who completes the full-time faculty recruitment – through the final phase of the interview process – and is not selected as full-time faculty may be placed in the temporary pool for the applicable discipline upon the approval of the Superintendent/President. Human Resources may disqualify candidates as a result of reference or background checks.

A. Screening Committee Structure

A screening committee for each discipline recruited will be formed.

1. The Superintendent/President or designee may appoint the manager(s) for the committee and committee members.
2. The screening committee shall also 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 Academic Senate President or designee.
3. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
4. Every effort will be made to ensure the diversity of screening committees.
5. 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.
6. The Superintendent/President's *Standards of Decorum* shall be read and distributed at each convening, which reminds committee members of the shared governance model under which we operate, highlights current needs in response to legislation and social issues, delineates processes for complaints and concerns, and creates an atmosphere of collegiality and collaboration so that members feel free to participate in the process and offer up opinions for debate.
7. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, diversity, and the search/screening process.
8. To ensure all screening committee members' voices and opinions are heard during the deliberation process, a faculty member may volunteer to co-facilitate along with the hiring manager. The co-facilitator may ask specific questions to the screening committee members related to additional input they may have during the committee's discussions during the recruitment process. For the sake of uniformity across screening committees, the questions the co-facilitator will ask will be enumerated in the committee materials and documents.
9. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

B. Part-time Temporary Pool Announcement

1. In collaboration with the appropriate administrator and department chair, Human Resources will develop the position announcement to include:
 - a. a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
 - b. representative courses to be taught, if applicable;
 - c. minimum qualifications that:
 - i. conform to the California Community College Chancellor's Office's Minimum Qualifications for Faculty and Administrators in California Community Colleges;
 - ii. include "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff";

- iii. include desirable “Knowledge, Skills and Abilities” which shall serve as the basis for the screening criteria, in conjunction with other required application materials.
 - d. The announcement may be reviewed by the Office of Student Learning and the Academic Senate.
- 2. The District shall actively recruit from both within and outside the District work force to attract qualified applicants and shall include, as appropriate, regional and national outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District.
- 3. Recruitment for all open positions shall include, but not be limited to, placement of job vacancy announcements in diversity websites and publications.

C. Minimum Qualifications

- 1. Applications and applicable materials shall be submitted using the District’s website. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met.
- 2. All position announcements must include language that requires: “demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community.”
- 3. Academic employees shall also possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community College System.
- 4. If the applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate meets the minimum qualifications for a position, the application materials will be sent to the Academic Senate’s designee(s). An Equivalence Committee, made up of the Academic Senate president or designee(s) and one or two discipline faculty, will review applications to determine equivalency. (See AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies)
- 5. In compliance with the California Code of Regulations, degrees and college level coursework that are required of an academic position must be authenticated via an official transcript or verification-of-true-copy transcript from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Further, applicants with foreign degree credentials must submit a Foreign Credential Evaluation (FCE) for degrees obtained outside the U.S. in order to demonstrate their U.S. equivalent. The College accepts FCEs from evaluation agencies approved by the State of California Commission for Foreign Transcript Evaluation.

D. 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 dean/director and department chair.

E. 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, however, assignments are not guaranteed. The Board of Trustees or its designee shall have the authority to make all final hiring decisions.

F. Applications Received Outside Active Recruitments

Applications and/or resume/CV submissions received for disciplines which the District has not posted on a year-round basis will not be accepted.

Also see BP 7120 Employment Recruitment, AP 7126 Applicant Background Checks, AP 7210 Academic Employees, BP/AP 7330 Communicable Disease, BP 7335 Health Examinations, BP/AP 3420 Equal Employment Opportunity, BP/AP 3410 Nondiscrimination, and BP/AP 7310 Nepotism.

Office of Primary Responsibility: Human Resources

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