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PART-TIME FACULTY EMPLOYMENT POLICY AND HIRING PROCEDURES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT PART-TIME FACULTY EMPLOYMENT POLICY AND HIRING PROCEDURES

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that seeks diversity and provides equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

Part-time faculty are essential to the teaching and learning process at the District. Further, part-time faculty are frequently the applicants for contract positions in the District. It is critical to focus efforts toward the hiring of part-time faculty where equal employment opportunity is no less important an issue to consider. It is the goal of the District to maintain an adequate pool of qualified candidates in every discipline for part-time teaching positions.

Efforts aimed at recruiting and hiring part-time faculty must be similar to if not the same as that put forth when the opportunity arises to hire a contract faculty member. Part-time faculty are required to meet the same minimum qualifications as contract faculty. The Division/Department Dean or other appropriate administrator shall offer part-time employment only to candidates from the hiring pools, unless circumstances described under emergency hire pertain.

Definition of Part- Time Faculty

Pursuant to Education Code Section 87482.5, (a) "Notwithstanding any other provision of law, any person who is employed to teach adult or community college classes for not more than 60 percent of the hours per week 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 under Section 87604. 9 (b) Service as a substitute on a day-to-day bases by persons

employed under this section shall not be used for purposes of calculating eligibility for contract or regular status”.

Recruitment

In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and recruiting will be instituted during the Fall 2006. Applications for part-time employment will be accepted and maintained all year so that last minute advertisement will not be done to fill a vacancy. Each division/department will identify subject areas for which additional part-time faculty may be needed. The division/department will forward a list of part-time teaching opportunities for new hires to Human Resources.

When no qualified pool exists, Human Resources will advertise for part-time faculty positions to provide equal employment opportunity to a wide range of qualified applicants. Human Resources will review the composition of part-time faculty pools to ensure that any failure to obtain broad representation is not due to discriminatory recruitment procedures.

Applicants who contact the division/department directly should be referred to Human Resources to complete the Hiring Process or mailed an application form by the Division. All application materials are returned to Human Resources.

Position Announcement

Human Resources will publish a list of potential part-time positions as requested by the division/department.

Upon notification by the division/department, Human Resources will, in consultation with the division/department dean and discipline faculty develop the job announcement. All job announcements will include:

- a. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
- b. 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 the San Bernardino Community College District policy on Minimum Qualifications, Equivalency, and Local Qualifications approved by the Board of Trustees on _____

The days and hours of available assignments will be listed when known.

Application/Selection Process

- a. All applicants must complete a District Part-Time Faculty application form, and submit a resume and transcripts. Unofficial transcripts are accepted for purposes of review.
- b. Human Resources will maintain an annual pool of qualified applicants for review, when needed, and will forward all applications to the division/department when requested. When there is a need at both colleges, copies of applications will be forwarded to each college. Human Resources will monitor the applicant pool by discipline on a quarterly basis to ensure that any failure to obtain projected representation for any monitored group (those groups identified in section 53004(b) of title 5 for which monitoring and reporting is required pursuant to section 53004(a) of title 5) is not due to discriminatory recruitment procedures.
- c. All persons interested in part time employment will be referred to Human Resources where a centralized discipline area file will be maintained. All interested persons will receive a timely response from Human Resources and instructions regarding documentation needed to remain in the part time pool.
- d. The division/department dean or designee and the faculty chair of the department, if the department chair is available and, a full time faculty member from the appropriate discipline, will screen and review all applications giving full consideration to the special needs of the division/department/program and the student population to be served.
- e. The dean and the faculty member shall have received training in equal opportunity employment before beginning the hiring process. The division dean or designee and the faculty member will interview the qualified applicants who meet the needs of the division/department/program and the needs of a diverse student population.
- f. Each applicant interviewed must submit evidence of qualifications.
- g. Each applicant interviewed may be required to demonstrate teaching, counseling, or librarianship skills. The demonstration should reflect the candidate's ability to meet the needs of a varied student population, who will foster overall district effectiveness.
- h. Candidates seeking equivalency will be forwarded to the appropriate Equivalency Committee for action. Candidates who are deemed to possess equivalent qualifications will be included in the part-time faculty pool.
- i. The Dean or designee will contact the candidates to offer employment and inform them of hiring procedures. Candidates selected for part-time faculty positions will be mailed a "Notification and Acceptance of Assignment" letter.
- j. Early and regular evaluation of part time faculty should guide the

- decision about whether to offer continued employment.
- k. Candidates not immediately selected to teach, will be entered into a part-time faculty candidate database maintained by Human Resources for use by each college. Applications remain on file for one (1) year.

Emergency Hires

In the case of an unexpected need at the start of a semester when there are no qualified candidates in the pool, the division/department dean or designee may search outside of the pool to fill a class for one (1) Semester only. Such selections must meet the minimum qualifications or equivalent as outlined in District policy. Candidates must be interviewed by the division/ department dean or designee and whenever possible the faculty chair or a full-time faculty member in the discipline.

Part-time faculty hired through this emergency process must complete an application form and provide a resume and copies of transcripts prior to the first day of class. Unofficial transcripts will be accepted until official transcripts are received.

Emergency Hire candidates must reapply in order to be hired for subsequent semesters.

