VCCCD Administrative Procedure Manual

Section: Chapter 7 Human Resources

Title: AP 7120-E RECRUITMENT AND HIRING: PART-TIME FACULTY

Number: AP 7120-E

Status: Active

Legal:

[Accreditation Standard III.A](http://www.accjc.org/eligibility-requirements-standards/2002-standards-of-accreditation)

[California Code of Regulations, Title 5, Section 53000 et seq.](http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcomeype=L&fn=_top&pbc=DA010192&rlt=CLID_FQRLT7454573412162&rp=%2FSearch%2Fdefault.wl&rs=WEBL12.01&service=Find&spa=CCR-1000&sr=TC&vr=2.0)

[California Education Code Section 87100 et seq.](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=87001-88000&file=87100-87108)

[California Education Code Section 87400](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=87001-88000&file=87400-87488)

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**SELECTION PROCEDURES FOR PART-TIME FACULTY – EXTRACT of ADDITIONAL ITEMS**

1. **ALTERNATIVE HIRING PROCESS FOR EXIGENT CIRCUMSTANCES**

In the event there is a need to expeditiously hire an instructor due to unforeseen circumstances and provided there are fewer than 15 working days before the instructor shall begin working, the Director of Employment Services may authorize a waiver to the hiring procedure as described above and allow the committee to exercise one of the following options:

1. The committee gives selective consideration to current District faculty hired in the discipline at the other colleges without giving consideration to other applicants.
2. In the event a pool exists for the discipline, the committee considers the applicants in the order of the date a completed application was submitted until a suitable applicant is found.  The committee accomplishes this through one of the following processes:
3. The committee identifies preferred qualifications and reviews applicants in the order in which they applied until a suitable number of applicants who meet the minimum and preferred qualifications have been identified.  The committee interviews the selected applicants and, if the committee does not recommend anyone for hire, the committee invites the next group of applicants who meet the preferred qualifications to an interview.  The committee determines how many applicants to invite at a time.  The committee documents the preferred qualifications by which the applicants were screened and who was invited to an interview.
4. The committee interviews the applicants who meet minimum qualifications in the order they applied without consideration of preferred qualifications until a suitable applicant is selected for hire.
5. The committee develops screening criteria, screens the applications, and interviews the most qualified applicants in the order they applied.

The Director of Employment Services may approve modifications to the above processes on a case-by-case basis.

**K. EMERGENCY HIRES**

The following strategies may be utilized within five working days of classes starting:

A. Give selective consideration to faculty in the discipline currently working at other

California community colleges or colleges/universities. The applicant must complete an application in the online applicant tracking system and submit transcripts or a letter from the registrar’s office indicating they meet minimum qualifications. Human Resources will provide the employee with an orientation within three days of hire.

B. Give selective consideration to previous qualified VCCCD adjunct faculty in the discipline who came off of the longevity list due to eight semesters of inactivity and were in good standing with the District. Human Resources will provide the employee with an orientation within three days of hire.

Faculty hired under these conditions will be required to participate in a regular selection

process and be deemed qualified by the hiring committee in order to receive consideration

for future assignments in the discipline following the semester of emergency employment.