

**References:** Education Code Sections 87400 et seq., 87419.1; 87600 et seq., and 87482.8; Title 5 Section 51025 and Section 53502

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**HIRING PROCEDURES—PART-TIME FACULTY**

The San Bernardino Community College District seeks a highly qualified and diverse workforce and is committed to an open and inclusive hiring process that provides equal consideration and opportunities for all qualified candidates.

Part-time faculty is essential to meeting the needs of our students through the teaching and learning process at the District. It is the goal of the District to implement equal employment opportunities when recruiting and maintaining 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 contract faculty. Part-time faculty is required to meet the same minimum qualifications as contract faculty or deemed equivalent or participate in an internship program as per Title 5 Sections 53500-53502.

**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 67 percent of the hours per week is 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. (b) Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status.”

**Establishment of Need (Non-Emergency)**

In consultation with the department chair, the dean will complete a personnel requisition for an adjunct hiring pool for approval and processing.

Factors to consider when establishing the need to develop an adjunct pool shall include:

- Analysis of sufficient FTEF to meet student and program demands, including effect(s) on full-time faculty;
- Current and potential FTES in identified courses and/or programs;
- Recent unavailability or resignations of current part-time faculty;
- Potential for programmatic growth with an increase in sections, including new programs;
- Course demand and offerings at the Campuses;
- Need for specialized expertise (e.g. CTE programs);
- Categorical or mandated programs;
- Requirements by accrediting agencies;
- Sustainability;
- Other factors which would influence faculty availability to meet program requirements and student need(s).

**Development of Announcement for Opening of Part-Time Pool**

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

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- b. When notified by the division/department, Human Resources will develop the job announcement in consultation with the division/department dean and discipline faculty. All job announcements will include:
  - Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
  - 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 administrative regulation on Minimum Qualifications, Equivalency, and Local Qualifications.
  - The days and hours of available assignments will be listed when known.
- c. The Vice Chancellor of Human Resources or Designee shall review the job description(s) for clarity of proposed assignment, appropriateness of education requirements, and collective bargaining and equity implications.

### **Recruitment Process**

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 conducted and include announcements in multiple locations including the state chancellor's job registry. 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.

Applications for part-time employment will be accepted and maintained all year to reduce the necessity of advertisement to fill a vacancy at the last moment. Each division/department will identify subject areas for which additional part-time faculty who may be needed. All applications will be forwarded to the division/department on a regular basis.

1. **Notification** - Based on the notification from the departments/divisions, recruitment for adjunct positions shall occur broadly by using a variety of print, electronic and other recruitment resources. Each position under recruitment shall be implemented by Human Resources in order to maintain central applicant pools by discipline and review part time seniority rights pursuant to Education Code 87482.3.
2. **Letters of interest and Resumes** – Any information provided by prospective adjunct faculty either to College offices or to the Office of Human Resources will be acknowledged with instructions to submit a standard online District employment application form and supporting documentation (i.e. resume and transcripts). Unofficial transcripts are accepted for purposes of review. Division deans and division office managers will not accept resumes except those submitted to the central applicant pool. All persons interested in part time employment will be referred to Human Resources where a centralized discipline area file will be developed, maintained and updated.
3. **Position Announcements** - Announcements will be posted on the District's website and other venues in accordance with board policies and regulations.

To ensure members of underrepresented groups are notified of available positions, the District may:

- Advertise in journals and newspapers with focused audiences as well as in newspapers having wide general circulation;
- Contact members of underrepresented groups seeking work in business and industry;

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- Use professional registries and data banks, specifically those whose listings include underrepresented group members;
- Consult with local underrepresented groups' organizations and agencies regarding recruiting efforts;
- If discipline representatives, coordinators and/or faculty co-chairs request that job postings be advertised in discipline specific publications, lists, websites, or other similar resources, Human Resources shall make reasonable efforts to accommodate these requests.

### **Interview/Screening Committee & Selection Process**

- a. In order to provide equal opportunities for all candidates, strict confidentiality must be maintained regarding the interview questions and the topic(s) of the work sample(s). In addition, each committee member is responsible for integrity concerning any known conflicts of interests. The screening committee must preserve and respect the confidentiality and fairness of the screening and selection process at all times. If confidentiality is breached, or if prejudicial statements are repeated after a warning, Human Resources may disband the Committee.
- b. The appropriate Dean is responsible for forming a screening committee consisting of the Dean and at least one full-time faculty discipline expert. If no full-time faculty discipline expert is available, a full-time faculty in a related discipline may serve. The committee may also include individuals from other divisions or from outside of the College, as appropriate.
- c. The dean and the faculty member(s) (i.e. screening committee) shall have received training in equal opportunity employment before beginning the hiring process.
- d. The division/department dean or designee in consultation with the faculty chair of the department and, a full-time faculty member from the appropriate or related 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. Each applicant interviewed must submit evidence of qualifications
- e. Using only pre-determined, job-related criteria, the screening committee will review the available applications and select for interview those applicants who most closely meet the stated qualifications as well as meet the needs of the division/department/program and the needs of a diverse student population.
- f. Interviews shall consist of questions but may include skill demonstration or other pre-determined assessments. The demonstration should reflect the candidate's ability to meet the needs of a varied student population, who will foster overall district effectiveness. If the division/department includes other forms of assessments outside of interview questions, this approach shall be applied to all candidates selected for interview.
- g. If a candidate(s) is selected, the Dean or designee will contact the candidate(s) to offer employment and inform them of hiring procedures. Upon the Dean or designee's notification to Human Resources that the offer has been made, a letter of "Notification and Acceptance of Assignment" will be mailed to them by the Human Resources Department.
- h. All screening committee procedures shall be documented in detail and maintained in a confidential College file for a period of three (3) years.

### **Part time Faculty Pool**

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Candidates not immediately selected to teach, but who meet qualifications, will be entered into a part-time faculty candidate pool maintained by Human Resources for use by each college. Applications will remain on file for one (1) year. Outside of the annual notification process, when the College(s) indicates a need, copies of applications will be forwarded upon request.

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.

At the end of one-year, Human Resources will notify applicants offering them the opportunity to remain in the pool and to update their application.

In the case where there are no qualified candidates in the pool, the division/department dean or designee may search outside of the pool following the above stated procedures.

Regular evaluation of part time faculty as per contract should guide the decision about whether to offer continued employment.

### **Equivalency**

If an applicant is applying for equivalency, instructions on the application form direct them to complete and attach a separate application for equivalency. Candidates seeking equivalency will be forwarded to the college's Equivalency Committee for action. Candidates who are deemed to possess equivalent qualifications will be included in the part-time faculty pool.

Applicants who satisfy the minimum qualifications (and those who have applied for equivalence) will be stored by discipline and maintained in the central Office of Human Resources applicant tracking system. Applicant materials will be retained by the applicant tracking system for a period of one (1) year.

### **Faculty Interns**

The District may employ faculty interns under the provisions of Education Code section 87487 and Title 5 of the California Code of Regulations, sections 53500 et seq. The Department Chair and/or the Dean of any division may propose a faculty internship opening for a participating department prior to the beginning of a semester.

Faculty interns who are students shall meet the minimum qualifications described in Title 5, section 53502 and Subchapter and Section 87487 of the Education Code. Faculty interns may also include persons who meet the regular faculty state-mandated minimum qualifications but who lack teaching experience. The purposes of using faculty interns is to enhance the District's efforts at building a diverse faculty, to enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, particularly in disciplines for which recruitment is difficult, for disciplines in which a shortage of qualified faculty is anticipated, and for which current industry experience is important.