

**ACADEMIC AFFAIRS**  
**Part-Time Faculty Hiring Process**

	<b>PROCEDURE</b>	<b>INITIATOR</b>
1.	Submit a request to Human Resources to post the part-time faculty job announcement (except for Instructional Services Agreements).	Dean/Department Chair/Coordinator
2.	Post job announcement.	Human Resources
3.	Review applications in Human Resources/on Cornerstone.	Dean/Department Chair/Coordinator
4.	Interview and make recommendation to hire.	Dean/Department Chair/Coordinator
5.	Review the Part-Time Faculty Application Packet for completeness and accuracy. <ul style="list-style-type: none"> <li>• Application for Part-Time Faculty Position (pages 1-11)</li> <li>• Equivalency Certification for Disciplines Requiring the Master's Degree (For Credit Courses) <b>OR</b> Equivalency Certification for Disciplines Not Requiring the Master's Degree (For Credit Courses), if applicable.</li> <li>• Unofficial Transcripts</li> <li>• Resume</li> <li>• Licenses/Certifications</li> </ul>	Department Chair/Coordinator
6.	Prepare Employment Authorization Form. <p><b>If the applicant meets minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>• Check the box Meets Minimum Qualifications</li> <li>• Check the box Academic Degrees and fill-in the Degree/Field of Concentration/University/Year Degree was Granted</li> <li>• Check the box Occupational Experience and list the employment qualifications, if applicable.</li> <li>• Provide the Verification of Occupational Experience form to the applicant, if applicable. The form is to be signed by the applicant's employer and will be submitted to Human Resources along with the part-time faculty application packet for salary placement.</li> <li>• Check the box California Community College Credential(s), if applicable, and fill-in the Type/Area(s) of Authorization/Year Credential was Granted.</li> </ul> <p><b>If the applicant does not meet the minimum qualifications:</b></p> <ul style="list-style-type: none"> <li>• Check the box Equivalency Qualification only (the information above equivalency qualification should not be completed).</li> <li>• Attach the appropriate equivalency certification form and supporting documentation (transcripts, resume, licenses/certifications, etc.).</li> <li>• Please refer to the Professional Standards Guidelines for the outline format to complete the rationale section on the equivalency certification form.</li> </ul>	Department Chair/Coordinator
7.	Submit signed Employment Authorization, Part-Time Faculty Application Packet, Equivalency Certification (if applicable), and supporting documentation (transcripts, resume, licenses/certifications, etc.) to the appropriate dean.	Department Chair/Coordinator
8.	Review and submit signed Employment Authorization, Part-Time Faculty Application Packet, Equivalency Certification (if applicable),	Dean's Office

	and supporting documentation (transcripts, resume, licenses/certifications, etc.) to Academic Affairs.	
9.	<p>Review the hiring packet; Employment Authorization, Part-Time Faculty Application, Equivalency Certification (if applicable), and supporting documentation (transcripts, resume, licenses/certifications, etc.) prior to submitting to the Vice President for signature.</p> <p><b>Note: Incomplete packets will be returned to the dean's office.</b></p> <p>a. If the applicant meets minimum qualifications, the packet will be submitted to the Vice President for signature and routed to Human Resources.</p> <p>b. If the applicant does not meet the minimum qualifications, the equivalency certification and supporting documentation (transcripts, resume, licenses/certifications, etc.) will be scanned and emailed to the Professional Standards Committee (PSC) for review.</p>	Academic Affairs
10.	<p>The committee will notify Academic Affairs and the Department Chair if the Equivalency Certification is granted or denied.</p> <p>If granted:</p> <ul style="list-style-type: none"> <li>Academic Affairs will contact the PSC Chair to sign the Equivalency Certification</li> <li>The PSC Chair will notify Dean and Department Chair of Approval and rationale followed by committee and provide feedback on the case that might be useful to department and applicant</li> <li>Once signed by the Chair, the packet will be submitted to the Vice President to sign the Employment Authorization and Equivalency Certification</li> <li>The packet will be submitted to Human Resources</li> <li>The equivalency will be submitted to the following board meeting (refer to the board meeting agenda schedule) for approval. Applicants should not be offered an assignment prior to board approval</li> </ul> <p>If denied:</p> <ul style="list-style-type: none"> <li>Academic Affairs will return the packet to the department chair.</li> <li>The PSC Chair will notify Dean and Department Chair of approval and rationale followed by committee and provide feedback on the case that might be useful to department and applicant</li> </ul>	Professional Standards Committee/Academic Affairs
11.	<p>Upon submission of the completed hiring packet to HR, employee is contacted and provided information as follows:</p> <ul style="list-style-type: none"> <li>Offer letter (with salary placement)</li> <li>TB Test</li> <li>Fingerprinting</li> <li>New Employee Orientation</li> </ul> <p>**Employee must complete all of these steps in order to start.</p>	Human Resources Staff

