

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4108  
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## HIRING PROCEDURES FOR ADJUNCT FACULTY

### 1. Definition of Adjunct 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. (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."

### 2. Contract and Terms of Employment

Every offer of employment, and semester contract, is subject to adequate class enrollment, the applicant meeting the minimum qualifications, adequate financing, and the assumption that a full-time faculty member will not be required to take over the class to make up a full teaching load. If the class is cancelled due to inadequate enrollment, the instructor will be paid at the hourly substitute rate for the hours taught prior to the class being cancelled.

### 3. Filling a Vacancy

The following procedure will be used to secure an adjunct faculty member for a vacancy.

Offer the class first to any interested qualified full-time faculty member:

- A. If the assignment of the full-time faculty member is found to be to the benefit of the department as determined by the appropriate Dean of Faculty, and the Vice President of Instruction.
- B. To fulfill the faculty member's full-time load requirements.
- C. If adding the class does not exceed the maximum for overload assignments for full-time faculty as defined by the Board of Trustees.

If the class is not filled by a full-time faculty member, one of the following options will be used:

- A. Offer the class to an adjunct faculty member with successful Citrus College experience and more than satisfactory evaluations **OR**
- B. Schedule interviews from Adjunct Pool:

In an effort to develop a well qualified and diverse pool of potential adjunct faculty, a year-round process for advertising and recruiting will be instituted beginning for Fall 1995-96. Applications for adjunct work will be accepted and maintained all year so that last-minute advertisement will not need to be done to fill a vacancy. The Office of Human Resources will maintain an annual pool of qualified applicants for review, when needed, by the Director, Associate Dean, Dean, or Vice President.

All persons interested in adjunct work will be referred to the Office of Human Resources where a centralized discipline area file will be maintained. All interested persons will receive a response from the Office of Human Resources and instructions regarding what documentation is needed to remain in the Adjunct Pool.

#### 4. Interviewing Adjunct Applicants

- A. Composition of Committee:
  - (1) Vice President or designee **AND**
  - (2) When a full-time faculty member of the department with experience in the area is available he or she will be included as part of the committee.
- B. Diversity and Compliance: Responsibilities of diversity and compliance will be handled by the Vice President or designee.
- C. Review of Questions: A standard set of questions will be reviewed and approved by the Diversity Officer prior to interviews with adjunct faculty applicants.
- D. Review of Minimum Qualifications (education and experience): The candidate will be questioned about his or her qualifications and an informal decision will be made by the Vice President or designee as to whether the candidate meets the state minimum qualifications.

- E. Requests for Equivalency: If the candidate does not possess the minimum qualifications but may have the equivalent, an equivalency hearing will be requested through the Vice President of Human Resources.
- F. Emergency Hires: The need to hire adjunct faculty at the last minute sometimes occurs. Filling a vacancy within six weeks or less of the start of a class constitutes an emergency need. Under these circumstances, it is hoped that these procedures can be followed. If they cannot, the decision to deviate from the procedures is the prerogative of the Vice President, but a faculty member should be included in the hiring process. The main concern should be securing an instructor for the start of class so that the students enrolled in that class lose as little instruction time as possible. The Vice President has the obligation to communicate with the Director, Associate Dean, and/or Dean of the area regarding actions taken in their absence, immediately following the hiring.

5. Selection and Offer of Employment

- A. The committee selects which adjunct faculty will be hired through consensus method. Candidates will be told to call the Office of Human Resources if they have not heard about the results of the interview within one week.
- B. The Office of Human Resources will verify whether the adjunct applicant meets the statewide minimum qualifications, or needs an equivalency determination. If the candidate does not meet the minimum qualifications or is not found to have the equivalent, the candidate will not be offered a contract to teach. If the candidate has been hired under an emergency situation, and is not found to meet the minimum qualifications or have the equivalent, the candidate will not be offered a teaching assignment the following semester.
- C. The Director, Associate Dean, or Dean will contact the applicants to offer employment and inform them of hiring procedures.
- D. Early and regular evaluation of adjunct faculty should guide the decision about whether to offer continued employment.

6. Confidentiality and Integrity of Process

All persons involved in the hiring process, from the point of receipt of applications through Board approval, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

The following statement of confidentiality will be signed annually by those participating in the hiring process:

My signature serves to indicate my agreement to keep confidential all information I have read or heard regarding all of the candidates for an adjunct position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates. I understand that a breach of this confidentiality will result in a letter of reprimand which will be placed in my personnel file and may have no future participation in the hiring process, at the discretion of the Diversity Officer.

7. Evaluation of Hiring Procedures

All stages of the adjunct hiring procedure which might adversely impact applicants from underrepresented groups shall be reviewed by the Diversity Officer. The Affirmative Action Officer shall confirm that equal employment procedures and affirmative action guidelines were followed. If the Diversity Officer finds a violation at any stage of the process, sufficient enough to create an adverse impact, it is his/her responsibility to stop the process and suggest solutions which might correct the violation. If the violation cannot be corrected, the Diversity Officer can cause the process to be abandoned and the vacancies to be advertised.

This adjunct hiring procedure is subject to review and revision at the request of the Personnel Services sub-committee on faculty hiring procedures.

Adopted ..... 12/04/96  
Revised.....03/04/03