

EMERGENCY HIRING PROCEDURES FOR CONTRACT FACULTY

When, in the judgment of the Superintendent/President, the employment of a full-time temporary faculty member is critical to the success of a program, two (2) or more qualified candidates shall be interviewed by the committee that should include the appropriate administrator (Dean), and two faculty appointed by the Academic Senate, one (1) of whom shall be as closely related to the subject matter in which the vacancy occurs as possible. The committee shall forward the name of the finalist to the Superintendent/President, who shall make a final recommendation to the Board of Trustee for their approval.

Appointments made under this emergency clause shall be limited to no more than two (2) semesters of service within a period of six (6) consecutive semesters.

There are two (2) categories of full-time, non-tenure track contract faculty:

- Temporary Full-Time Faculty – These positions fill non on-going positions, i.e., increased enrollment, unstaffed classes, etc.
- Interim Full-Time Faculty – These positions fill on-going positions, i.e., replacing employees who take sabbatical or other leaves, new positions not yet filled, etc.

Only Associate Faculty who have taught in the discipline or provided service in the area during the last three (3) semesters are contacted by the Dean. The announcement of the temporary or interim position requires submission of a letter of interest and resume to the requesting Dean for committee review.

Human Resources provides the Academic Senate Appointment Secretary with an Interim/Temporary Committee Request form requesting approval of the required two (2) full-time faculty members to participate in the internal recruitment process. Once Human Resources receives the names of the approved committee members from the Academic Senate the names are provided to the requesting Dean.

Human Resources advises the requesting Dean that all internal recruitment documents (notification letter, lists of contacted Associate Faculty, copies of interview schedule and questions used, etc.) shall be submitted to Human Resources after the process is complete.

This interview committee works together to set timelines for the internal recruitment process and to screen applicants and schedule interviews. After the interviews are conducted, the requesting Dean advises their Vice President of the committee's hiring recommendation. If the Vice President accepts the hiring recommendation, he/she sends Human Resources a written authorization to hire.

The employee serves in the temporary/interim assignment based upon the approved HRSR. An extension may be processed if the initial request was for a one (1) semester assignment. Temporary/Interim assignments may not exceed two (2) semesters for the same individual within six (6) consecutive semesters.

If the internal recruitment process does not produce a viable candidate, the District may conduct an external recruitment.