



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4200.2 - EMPLOYMENT OF INSTRUCTIONAL STAFF - ADJUNCT

PURPOSE AND SCOPE

This procedure is applicable to all programs in the District. It prescribes the application and employment of candidates for adjunct instructional positions in the following categories: (1) arts and sciences, (2) vocational and occupational. It is designed to encourage the employment of highly qualified adjunct instructional staff on an equal opportunity basis. All persons employed under the provisions of this procedure are employed in temporary status. Such employment is not intended to achieve regular (tenured) status, and is restricted by the District and California Education Code, section 87482, to "not more than 60% of the hours per week considered a full-time assignment for a regular employee."

1.0 NOTIFICATION

- 1.1 The campuses prior to the beginning of each semester shall provide the Vice Chancellor, Human Resources, with a listing of subject areas for which part-time academic employment openings may occur for the upcoming semester.
- 1.2 The minimum qualifications in addition to other qualifications for each position shall be identified in the composite listing and any subsequent listing.
- 1.3 Human Resources will review the minimum and other qualifications to ensure that they conform with the Education Code and other state/federal laws as required.
- 1.4 The goal is to hire experts in their subject area who are skilled in teaching and willing to meet the needs of a varied student population, and who are sensitive to the cultural and ethnic diversity of the San Diego community.

2.0 DISTRICT EEO RESPONSIBILITIES

- 2.1 It is the responsibility of the Board of Trustees, Management, Staff, and Faculty to ensure that Equal Employment Opportunity procedures are used as an integral part of the adjunct hiring process.

- 2.2 All participants in the hiring process shall receive training in EEO procedures and shall become knowledgeable about the District's EEO policies and procedures.
- 2.3 The District EEO Office shall cooperate with the EEO Site Compliance Officer and the Academic Senate to recruit, train, and maintain a suitable pool of Faculty members to serve as EEO Representatives and to implement the EEO policies and procedures.

3.0 ANNOUNCEMENTS

- 3.1 Human Resources will develop a generic position announcement, for adjunct faculty hiring for which recruitment is taking place.
- 3.2 Job announcements shall clearly state minimum qualifications or equivalents for academic and vocational disciplines and the required training and/or experience related to those qualifications.
- 3.3 Only valid qualifications may be included in job announcements.
- 3.4 Degree requirements and years of experience shall not be used except where required by Board of Governors regulations or shown to be bona fide occupational qualifications. The term "desirable or preferred" qualifications shall not be used in order to encourage qualified applicants.
- 3.5 Job announcements shall state clearly that these positions are part-time, temporary and that adjunct faculty does not accrue rights to regular contract employment.

4.0 RECRUITMENT

- 4.1 Human Resources will generate an advertisement for the adjunct academic positions as identified by the departments and place the advertisement in appropriate newspapers, newsletters, etc., stating clearly that these positions are temporary, part-time positions, and that adjunct instructors do not accrue rights to regular contract employment. Human Resources will readvertise as appropriate.
- 4.2 Announcements will be distributed to those Community-based Organizations (CBOs) appearing on the Human Resources mailing list and include: 1) four-year public, community or private colleges, universities, and high schools with each announcement being sent to the appropriate divisions; 2) related businesses and/or industry establishments and their publications; 3) other identified recruitment sources; and 4) Human Resources will redistribute announcements as appropriate.

- 4.3 Management can expand the mailing list by providing Human Resources with the complete name and address of sources for recruitment.
- 4.4 Applications will be accepted on a continuous basis for the coming semester. Applications received will be reviewed for minimum qualifications or equivalents.
- 4.5 Candidates will be advised that they are responsible for notifying Human Resources when there are changes in any of the required information necessary to contact them.
- 4.6 Applicants will be notified that they may renew their application by signing and returning a postcard sent to them from Human Resources. All applications received will be considered on an on-going basis.

5.0 SCREENING

- 5.1 Each application submitted will be screened to determine if the minimum qualifications have been met. Exceptions and review of equivalencies will be considered on a case by case basis.
- 5.2 Candidates screened out will be notified by Human Resources.

6.0 INTERVIEWING

- 6.1 The Dean will ensure that an interviewing committee is convened. The committee may include representation of the Dean, but must include an EEO representative, subject matter experts, and department chair or designee. Review of equivalencies will always require a discipline specialist on the committee.

7.0 ASSIGNMENT

- 7.1 Except in the case of an emergency the selecting manager shall consult with the Department Chair when considering finalists for a specific assignment.
- 7.2 The selecting manager shall contact the candidate and extend an assignment offer.
- 7.3 The Dean will notify Human Resources, whenever the information on candidates is invalid, i.e., incorrect address, disconnected or incorrect phone numbers, etc.
- 7.4 The candidate must complete all required documents and/or credentialing.
- 7.5 The candidate will be notified by the selecting manager to contact Human Resources regarding employment processing.

7.6 Human Resources shall be advised by the selecting manager whenever insufficient candidates are available in the pool or the hiring committee is otherwise unable to hire from the pool.

8.0 DISCRETIONARY & UNIQUE ASSIGNMENTS

- 8.1 When no candidates are available from the specific discipline applicant pool, or if a class must be filled immediately without sufficient time to screen a pool, the hiring manager may select a qualified person on an emergency basis.
- 8.2 Anyone hired through the discretionary, emergency process must apply through the established procedures to be considered to assignments beyond one semester.
- 8.3 When no candidates can be found who meet the minimum qualifications of the discipline, but a person of renown is available, this person may be considered on the basis of eminence.
 - a. Eminence is defined as superior knowledge and skill in a subject matter field in which a community college district wishes to offer instruction. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the subject field.
 - b. Determination of eminence should be based upon a conviction that the applicant, if measured by recognized authorities in his/her subject field, would be judged superior.
 - c. Eminence should be considered in very exceptional cases, and the person should be known by recognized authorities beyond the immediate geographic area.
 - d. An applicant may not apply under the basis of eminence; instead an invitation from the department dean would be extended to the person.
 - e. The dean must obtain evidence of eminence from authorities in the subject field to support the applicant's status of eminence.
 - f. The chair and dean would make the final determination of eminence.
 - g. A person hired on the basis of eminence would be eligible to teach the specified course only -- their eligibility would not be extended to other disciplines or courses.
 - h. In order for the person of eminence to continue teaching the specific course beyond one semester, an evaluation of the person combined with the need for the course to be taught would determine if the assignment would be continued.

9.0 ANNUAL REVIEW

- 9.1 The adjunct hiring process and goals will be evaluated annually and will be revised as needed.

FORMS/REFERENCES

Instructional Availability Form Adjunct Faculty

Recommending Administrator Confidential Statement Form

SDCCD Policy 4100 - Equal Employment Opportunity and Nondiscrimination Program

SDCCD Form 4200.2 - TENTATIVE INSTRUCTORS ASSIGNMENT -

TEMPORARY/HOURLY

Adopted: October 30, 2007

SUPERSEDES:

4200.2, 7/7/90; 10/14/1998

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources