



## BOARD POLICY 7212 PART TIME FACULTY HIRING

*Reference: Education Code Section 87482; 87482.5*

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The principle that part-time hiring processes shall mirror as closely as possible those for full-time contract faculty is critical, as it guarantees a consistently high quality of instruction to students, and it endows the status of part-time professor with the aura of professionalism that it deserves. In particular, there shall be consideration given to principles of selection such as screening, interviewing, and hiring that assure the greatest opportunity for participation by underrepresented groups as required by district policies and procedures of EEO.

**See Administrative Procedure 7212**

Adopted 5/6/03  
Revised 6/19/12

## **Administrative Procedure 7212 – Part Time Faculty Hiring**

Part-time faculty hiring shall be virtually identical to the process for full-time contract hiring (Board Policy 7214), except for the following differences.

First, with reference to the composition of the selection committee, the part-time process shall consist of the appropriate faculty lead or his/her designee. For part-time hiring, the area dean or educational administrator “shall” be a member of the committee. The Academic Senate “may” appoint a member of the EEO committee to each selection committee.

The second difference is in the amount of time for the interview. Part-time faculty interviews, may be shorter, but must include a teaching demonstration. The selection committee will provide the prospective applicant materials for appropriate teaching demonstrations, writing samples, and/or other performance indicators related to the subject area.

The third difference lies in the number of finalists advanced, and to whom. From among those interviewed and considered well qualified, the committee selects as many candidates as possible to enter the part-time hiring pool. Candidates from the part-time hiring pool would be kept up to date by the Human Resources Department. Area deans or educational administrators, in consultation with the faculty lead and or subject area designee would choose and select candidates from the pool for the specific course that is unstaffed. At the Los Banos campus, the faculty ~~coordinator~~ **Lead** will work in tandem with the discipline specific faculty to make recommendations for hiring to the dean in Los Banos.

### **Exceptions:**

In cases where the part-time instructor applicant is a vocational instructor that is agency, state, or federally certified as an instructor in the subject matter to be taught, the Dean of that instructional area may waive the applicant interview and teaching demonstration portion of the application process for a one-semester interim appointment.

### **Emergency Procedures:**

The major difference from the full-time contract process is “to cover an area’s sudden need for substitutes or for hiring at the beginning of an academic term.” In case of an emergency, if the professor scheduled to teach a class becomes unavailable at the last minute or if there is not enough faculty available to accommodate all the enrollment the emergency procedure outlined below may be used.

1. The College President or designee and the Academic Senate President both certify that the situation was not one that could have been foreseen; and
2. If there is no one in the part-time faculty hiring pool;

3. A part-time hiring committee does the screening, interviewing and hiring;
4. The part-time hiring committee includes, at a minimum, one faculty member in the discipline or a closely related discipline selected by the faculty lead, and the area dean may also be a member; and;
5. Anyone hired under this emergency provision must be evaluated during the first semester of employment by at least one full-time faculty member chosen in accordance with the college's evaluation procedure.

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