AP 7120d PART-TIME FACULTY RECRUITMENT AND HIRING

Reference:
Accreditation Standard IV B.1.j.

All part-time faculty members hired by the Riverside Community College District must possess the minimum qualifications established by Education Code, or be certified to possess equivalent qualifications through a process established by the Academic Senate and the District Board in accordance with the Education Code. Part-time faculty members will be hired in accordance with the steps established below.

1.   Applicant Pool

a.   Hiring individuals from an applicant pool: The Diversity and Human Resources Office will accept on-line applications for all disciplines on an ongoing basis to establish and maintain a pool of candidates.

b.   Applicants will apply on-line at jobs.rccd.edu by selecting the discipline(s) for which they are qualified.

c.   The Department may identify and recruit qualified individuals for a vacancy. All individuals considered for a position must have an on-line application completed with the District.

d.   The final posting notice shall be shared with the Department Chair before the posting is made public. If there are any changes required, Diversity and Human Resources will include those in the posting for publication.

e.   The Office of Diversity, Equity and Compliance may, at any time, review an applicant pool, and request additional outreach and/or advertising of a position to assure a diverse pool of candidates.

2.   Identify a Position and Develop Hiring Plan

a.   Each department will determine subject area needs for additional part-time faculty and communicate such needs to the Department Chair.

b. The Department Chair will contact the Diversity and Human Resources Office to request on-line access, for themselves or designees, to the current applicant pool. If the applicant pool is not sufficient, the Department Chair may request the position be advertised so as to encourage a broad applicant pool. The Diversity and Human Resources Office will advertise the vacancy in standard publications and websites (local newspapers, RCCD website, Careerbuilders.com, HigherEdJobs.com, SoCalHERC.com, California Community College Registry, and Caljobs.ca.gov.). The Department may recommend additional advertising sources.

c. Part-time faculty candidates will be interviewed by a minimum of two full-time members of the department, one of whom must be a member of the discipline or related discipline of the applicant.

d. The Department Chair will complete an Intent to Hire Form for Part-Time Faculty and Substitutes, which will include, a listing of who served on the interview committee and the posting number of the on-line position the individual is hired from and forward it to the area Dean for approval and budget allocation information. Once approved, the area Dean will forward the form to the Diversity and Human Resources Office.

3. Emergency Situations

a. This process may be modified for emergency situations. Emergency situations may include, but are not limited to, last minute addition of sections or unexpected leave of scheduled instructors.

b. In those emergency situations, the Department Chair will notify the Vice President and the department will provide documentation of the necessity to modify the hiring process. The Vice President will sign approval on the Intent to Hire Form for Part-Time Faculty and Substitutes form.

c. In cases where the department chair is unable or unavailable to conduct the interview and complete the hiring process, the Dean or Vice President will involve at least one discipline faculty member, or a faculty member from a closely related discipline, to participate in hiring a part-time faculty member to meet the immediate need.

d. Diversity and Human Resources will review and confirm applicants' qualifications and sign approval on the Intent to Hire Form for Part-Time Faculty and Substitutes form prior to an offer of employment.

4.   Offer of Employment

   a.   The Diversity and Human Resources Office will convey a
            conditional offer of employment to the selected candidate. The
            offer is conditioned upon several events taking place, such as, but
            not limited to, tuberculosis testing, fingerprinting, transcripts,
            employment verification and Board approval.

   b.   After the interview and selection process, an Intent to Hire Form for
            Part-Time Faculty and Substitutes form is completed by the
            Department Chair. The form will list budget allocations and will be
            approved by the Area Dean.

   c.   Part-time faculty are employed on a semester-by-semester basis
            (with no contract implications), at the discretion of the District. Part-
            time faculty assignments are made based on departmental
            procedure.

   d.   The Diversity and Human Resources Office will determine salary
            placement in accordance with the Faculty Hourly Salary Schedule.

   e.   The Diversity and Human Resources Office will contact the
            candidate to verify minimum qualifications and complete the
            necessary pre-employment paperwork.

Office of Primary Responsibility: Diversity and Human Resources Department

Also see Administrative Procedure 3410, titled Nondiscrimination and
Administrative Procedure 3420, titled Equal Employment Opportunity

Administrative Approval: June 1, 2009

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Intent to Hire – Associate Faculty (Part-Time Faculty and Substitutes)
Payroll Authorization Notice

CAMPUS: (Check one) ☐ MORENO VALLEY ☐ NORCO ☐ RIVERSIDE ☐ OTHER _____

FIRST NAME: _____ LAST NAME: _____
(As it appears on Social Security Card)

☐ NEW ☐ REHIRE ☐ SUBSTITUTE ONLY ☐ ADDITIONAL ASSIGNMENT ☐ FACULTY INTERN

DEPARTMENT: _____

IDS: _____ Ext: _____

SS#: xxx-xx-_____ PHONE #: _____ CELL #: _____

Requested Teaching Assignment(s) (Discipline): _____

Does the applicant need EQUIVALENCY? ☐ Yes ☐ No

INTERVIEW COMMITTEE: _____ _____ ONLINE POSTING #: _____

EFFECTIVE DATE: _____ SEMESTER & YEAR: _____ _____

BUDGET CODE(S): FUND: _____ LOC: _____ RESOURCE: _____ OBJ: _____
                FUND: _____ LOC: _____ RESOURCE: _____ OBJ: _____
                FUND: _____ LOC: _____ RESOURCE: _____ OBJ: _____

_____ _____
SIGNATURE OF DEPARTMENT CHAIR/DESIGNEE   DATE

_____ _____
SIGNATURE OF AREA DEAN/DESIGNEE   DATE

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FOR HR / Employee Relations USE ONLY

☐ CREDENTIAL _____ SUBJECT(S): _____, _____
☐ MEETS MINIMUM QUALIFICATIONS   ☐ EQUIVALENT   ☐ CHILD DEVELOPMENT
☐ MEETS MINIMUM QUALIFICATIONS (FACULTY INTERN)

DISCIPLINE(S): _____, _____, _____

DATATEL ID#: _____ POSITION ID#: _____ DOB: ____/____/XX

INPUT DATATEL: _____ LECTURE GROUP/STEP: ____/____ LAB GROUP/STEP: ____/____

RANGE/STEP/HOURLY RATE (ECE ONLY): _____/_____ $ _____

REQUEST FOR EMAIL/WEBADVISOR SETUP SENT: _____

SENT TO PAYROLL: _____ BOARD ACTION DATE: _____

_____ _____
VC, HR & EMPLOYEE RELATIONS/DESIGNEE   DATE

● ─── ●

FOR PAYROLL USE ONLY

TTS: _____   Input by: _____
Ret Sys: _____   Date Processed: _____

Original: Payroll   Copies: Personnel File/Department   REVISED 10/15