

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-130
		ADJUNCT FACULTY HIRING
ISSUE DATE: August 29, 2017	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: Replaces HR Guide dated July 7, 2008	CHANGES: Updated Section III to include process approved by the District Academic Senate in late Spring 2017.	

I. POLICY

It is the duty of each College and Division to establish internal procedures that ensure candidates for adjunct academic positions meet Academic Service minimum qualifications hiring requirements, that any offer of employment is made prior to a proposed candidate beginning the assignment, and that all assignments are processed according to District requirements and timelines.

II. DEFINITIONS:

- **Academic Service** employees are the individuals assigned to jobs having responsibility for the operation of, or formulating of policy for the instructional or student services program as specified under California Code of Regulations, Title 5, § 53402.
- **Adjunct Assignment** is the personnel action that assigns a part-time temporary faculty member to one instructional term at a time without a guarantee the assignment will continue. Adjunct faculty may be assigned to an additional assignment for non-classroom activities on an as needed basis under Educational Code § 87482.5.
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.
- **Employee** is a person assigned to a specific position for a certain period of time.
- **Minimum Qualifications** are the education and experiential requirements that a candidate must meet, as prescribed by the Board of Governors of the California Community Colleges, to serve as a faculty member in a particular discipline.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.

III. REQUIREMENTS

A. Adjunct Pool

The District's established pool refers to a group of applications that have been submitted by applicants to the LACCD Part-Time (adjunct) Faculty Employment portal. The pool shall be considered for each part-time vacancy or possible future vacancy within a twelve month period and includes all currently and previously employed adjunct faculty (internal candidates) and all applicants who have never been employed as adjunct faculty by any college in the LACCD (external candidates). To be entered into the pool, all applicants meet Minimum Qualifications (MQ) or the equivalent for the discipline in which they are seeking to teach and must have submitted a *complete* adjunct application. Part of the application will include a check box so faculty can indicate if they are already working in the District and another check box so faculty can indicate the college or colleges at which they would consider working.

An adequate pool is one that contains three or more candidates who meet Minimum Qualifications or the equivalent. The LACCD Human Resources Department (HR) shall keep applications from all candidates on file for a minimum of one year and will annually notify all candidates to request an update of their information should they wish to remain in the pool. Department chairs will be granted access to the pool on an as-needed basis. Adjunct faculty who are already employed at one or more colleges in the District may be hired at another college within the District without going through an interview, although it is recommended that such an interview is conducted.

B. Selection Committee

A selection committee must form when applicants new to the District are considered for an assignment. This ensures that more than one faculty member takes part in the interview process to select new faculty members. The division or department chair or his/her designee serves as the committee chair and selects at least one additional faculty member in the discipline to serve. If no other faculty in the discipline at the college are available to serve on the committee, then the chair of the committee may take the following progressive steps to fill the committee vacancy:

- (1) Seek out a colleague in the discipline from another campus in the district,
- (2) A colleague on campus in a related discipline, or
- (3) A colleague in the discipline from a college outside the district.

Committee members must be contract or regular faculty full time. The supervising dean of the department shall be invited to attend the adjunct selection committee meetings as an active contributor to the process and a non-voting member. The unavailability of the dean shall not prevent the selection process from moving forward. It is strongly recommended that an EEO representative, possibly from the same department, be present as a non-voting member. Furthermore, all committee members must have participated in EEO hiring committee training or EEO rep training within the previous three years. Other faculty members may be added to the committee as non-voting resources with the approval of the committee chair. The composition of the selection committee is reported to the supervising dean. All members of the committee will review the applications and transcripts for appropriate minimum qualifications.

C. The Committee Chair Responsibilities:

1. Guides the selection committee through the adjunct faculty hiring procedure according to the guidelines as presented in this document.
2. Facilitates committee discussions.
3. Facilitates the review of applications for minimum qualifications.
4. Leads committee dialog about handling of incomplete applications, paying special attention to equivalency, and the handling of extraneous application materials that were not specifically requested.
5. Coordinates the screening process, schedules committee meetings, manages the logistics of the process (rooms, times, dates), and facilitates the development of questions demonstration topics.
6. Informs the appropriate administrator of the committee's decision to send a candidate's name forward so that HR can confirm the candidate meets MQs.
7. When HR confirms the MQs have been met, contacts the top candidate to inform him/her of the committee's decision to offer him/her an assignment and sets up an orientation meeting with the candidate.
8. Via emails, informs remaining interviewees of the decision.
9. Performs all other committee duties as outlined in the "Selection Committee Members' Responsibilities" section below.

D. The Selection Committee Members' Responsibilities:

1. Work in partnership with the other participants throughout the process and at its conclusion to reinforce the importance of confidentiality, fairness, understanding individual biases, eliminating unlawful bias, equal employment opportunity, and respect and sensitivity to all cultures, language groups, genders, and other protected classes under the law.
2. Sign confidentiality agreement for selection committee members and comply with its guidelines.
3. Screen applications and participate in the process to select interviewees.
4. Attend all interviews, rate interviewees, and participate in dialog to select the top candidate.
5. Act as agents of the District and obey all laws and regulations related to hiring processes.
6. Observe and monitor the interview/selection process for compliance with district hiring procedures and equal opportunity laws to provide a fair and impartial process.
7. Alert the chair and vice president of any concerns regarding confidentiality, bias, or fairness.

E. Prior to the Interview

The committee is not required to review incomplete applications. The committee shall review and rate complete applications using a rating form developed by the committee.

The size and complexity of the rating form shall depend on the number of applications and the discretion of the committee. A minimum rating form that consists of rating categories for sensitivity to diversity and the overall quality of the applicant is available from HR. More complex rating forms could identify categories for work experience, education, training, experience working with diverse groups, etc. The committee shall meet as a group to discuss the candidates' qualifications. The discussion shall be strictly confined to each candidate's qualifications and serves to ensure that no candidate is overlooked by committee members who may have missed important qualifications of a candidate during their individual review. The

committee will invite the number of candidates that ensures the most qualified group of applicants is interviewed. There is no minimum or maximum number of candidates who must be invited to interview. When deciding who to interview, the committee shall err on the side of inclusiveness.

F. Interviews

The committee chair shall invite selected applicants for an interview. The same questions must be asked of each applicant, and each applicant must be rated on the same criteria. HR, the supervising dean, or the committee chair may provide a list of example questions that serve as a starting point for committees to develop their own questions to ask each interviewee. Follow up questions that serve to clarify responses or probe further into answers are encouraged. Each committee member shall individually rate candidate responses to each of the interview questions.

Teaching positions may require a teaching demonstration during the interview process. Committees for non-teaching positions may decide to require a demonstration showing how the applicant would provide appropriate services such as a counseling session. Instructions for the demonstration shall be given to the applicant at the time he/she is invited to interview. The instructions should specify the topic to be taught or service to be provided, the kinds of student who will be the intended audience, and the kinds of technology that are available. If a demonstration is conducted, each committee member shall rate the demonstration as part of the evaluation.

G. Reference Checks

The committee chair or designee or supervising dean is strongly encouraged to conduct reference checks, including former employers. Reference checks shall be limited to position-related criteria.

H. Finalizing the Selection

The committee considers all of the information it has collected and then selects a finalist. The committee chair and supervising dean complete LACCD Form HR R-130N, attaching the original transcripts and verification of experience. After obtaining final approval signature from the vice president, the documents are submitted to the local campus personnel office for transmittal to ESC-HR.

At the completion of the process, all of the committee's paperwork, including paper screening forms and interview rating forms, are turned in to the supervising dean and kept on file.

I. Emergency Hire Procedures

In the event that, as determined by the committee, there are no district applicants or there is an inadequate pool, or no suitable candidate has been found within the pool, or if the vacancy and subsequent need to hire a new adjunct faculty member is the result of an emergency (i.e. loss of instructor, added course section, etc.), and the time to conduct formal interviews/find a suitable

candidate is prohibitive, a department chair can use her/his best judgment to hire the best available candidate. The department chair will need to consult with the supervising dean to ensure that the candidate meets the minimum qualifications for the position prior to making a job offer. District HR will subsequently verify the candidate does meet MQs.

J. Assignments:

Adjunct faculty hiring requires two levels of written clearance from ESC Human Resources before the PCR can be initiated: (1) Notice of Minimum Qualifications clearance and (2) Pre-employment clearance (I-9, TB Risk Assessment, and Live Scan/Fingerprinting). After written clearance has been received from ESC-HR and, if the candidate accepts the adjunct assignment, the Department/Division Chair, or their designee, shall initiate a Personnel Change Request (PCR). See HR Guide P-000 General Policy on Personnel Actions and HR Guide P-100 Assign Employee, for details.

IV. ADDITIONAL SOURCES

CALIFORNIA CODE OF REGULATIONS

Title 5. Education, Section 53402

CALIFORNIA EDUCATIONAL CODE

Section 87400 Academic Qualifications

LACCD BOARD RULES

Chapter X. Human Resources

Article III, Selection Policies

Chapter X. Human Resources

Article XIII, Equal Employment Opportunity and Non-Discrimination in Employment

LACCD HUMAN RESOURCE GUIDE

[HR P-110](#) New Hire

[HR R-000](#) Recruitment, Selection and Employment

[HR R-100](#) Academic Minimum Qualifications

LACCD Collective Bargaining Agreement

AFT Faculty Guild Local 1521: Article 16, *Adjunct Assignments, Retention and Seniority*

FORMS

Administrative

HR R-130N, *Notification of Adjunct Faculty Selection*