



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 7 – Human Resources

#### 4200.4 - CONTINUING EDUCATION ADJUNCT/HOURLY/SUBSTITUTE FACULTY HIRING PROCEDURE

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##### 1.0 PURPOSE AND SCOPE - PHILOSOPHY

1. It shall be the policy of the San Diego Community College District that highly qualified faculty be hired who are skilled in teaching, can serve the needs of a diverse student population, and who are sensitive to and representative of persons with disabilities, and who are sensitive to the cultural diversity, and the ethnic diversity of the San Diego community.
2. The Board of Trustees for the San Diego Community College District has the legal authority and public responsibility for ensuring an effective hiring process.
3. The District's administrators and managers derive their authority from the Board and bear the responsibility for implementing this hiring policy.
4. The Academic Senate have the legal responsibility and authority to develop the hiring criteria, policies and procedures jointly with the representatives of the Board.
5. The Faculty derive their authority from their expertise as teachers and as subject matter specialists as noted in the 1989 Assembly Bill 1725. The Faculty have the inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process and in determining the professional requirements of faculty positions and evaluating the preparedness of candidates.

##### 2.0 AFFIRMATIVE ACTION

1. It is the joint responsibility of the Board, District Administrators and Managers, Staff, and Faculty to ensure that EEO goals and procedures to attain those goals are an integral part of the hiring process.
2. All participants in the hiring process shall receive training in EEO policies, procedures, and goals. (Title 5, Section 51010, District Plan)
3. The District EEO Office shall recruit, train, and maintain a pool of faculty members to serve as EEO Representatives to implement the EEO policies and procedures. The Academic Senate shall assist and support efforts to recruit and train faculty for this pool.

### 3.0 POSITION/ASSIGNMENT IDENTIFICATION

1. Prior to the beginning of each semester, the site managers shall provide Continuing Education's Screening Committees with a listing of subject areas where there may be a need for new adjunct/hourly/substitute instructors for the upcoming semester.
2. New adjunct/hourly/substitute instructors are persons who have had no active faculty assignments with the District during the last eighteen (18) months. Faculty with current active assignments or those who have had an active assignment within the last eighteen (18) months may be rehired before reviewing the adjunct/hourly/substitute pool. (SDCCD Human Resources Manual #4220).

### 4.0 RECRUITMENT

1. When the screening committees determine that a pool of applicants is not adequate, Human Resources shall recruit additional applicants as described in Sections 2 - 4.
2. Human Resources will develop a list of potential openings by discipline for recruitment of adjunct/hourly/substitute faculty.
3. Human Resources will coordinate a recruitment campaign. Faculty will provide possible sources of recruitment.
4. Advertisements will clearly state that the purpose is to develop a qualified pool of applicants.

### 5.0 ANNOUNCEMENTS

1. Human Resources shall be responsible for posting of potential openings. In addition to generic job announcements, discipline specific announcements may be prepared cooperatively by the appropriate screening committee and Human Resources.
2. Adjunct/hourly/substitute instructors must meet minimum qualifications as established by the State and the District. (Title 5, Section 53023)
3. Additional criteria beyond the minimum qualifications for openings shall be those requirements which are significantly related to job performance.
4. Announcements will state that official transcripts will be required at the time of assignment offer.
5. Conditions of employment, salary range, and benefits shall be cited in the recruitment announcement.
6. Such announcements shall clearly state that these assignments are part-time, temporary and do not accrue the right to regular contract employment.
7. Announcements will be distributed to community organizations on the Human Resources mailing list and may include, but are not restricted to: 1) All SDCCD centers/campuses; 2) Four-year public or private colleges, community colleges and high school campus with a Continuing education division; 3) Related businesses and/or industries and their publications; 4) Other identified sources; and 5) Community newspapers.

### 6.0 APPLICATION PROCESS

1. The application package will consist of a statistical information sheet, Adjunct/hourly/substitute Availability Form and official/unofficial transcripts.
2. Unofficial transcripts will be accepted as part of the application package.
3. These application forms will be available at Centers for Education and Technology and at the Human Resources Employment Office to persons interested in employment.
4. If the application package is returned to a Center for Education and Technology, the Center will retain the bottom copy of the application form, send the top copy and the transcripts to the Continuing Education Business Services Office and send the statistical information sheet to Human Resources. If Human Resources receives the application package, they will send both copies of the application form and the transcripts to the Continuing Education Business Services Office and retain the statistical information sheet.
5. The Continuing Education Business Services Office will maintain files of all potential applicants by mandated discipline area.
6. The employment applications for adjunct/hourly/substitute assignments will be screened on a regular basis in order to develop pools of finalists.

## 7.0 SCREENING COMMITTEE

1. The members of the screening committees will serve one year terms.
2. The screening committees shall consist of a Discipline Department Chair or Resource Instructor, one faculty member from each center offering this discipline, an EEO Representative and a manager or designee (optional). The committees shall elect the chairperson at the first meeting.
3. These screening committees will represent the mandated discipline areas. Managers on these committees will be appointed by the President. Faculty members, including the Department Chairs and Resource Instructors will be appointed by the Academic Senate. Appointments will be for one academic year.
4. The committee chairperson will nominate additional discipline experts to assist with the screening as needed.
5. Adjunct/hourly/substitute faculty may serve as members of the screening committees and substitute coverage will be provided as needed.
6. When necessary, the screening committee may develop additional criteria over and above the minimum qualifications stated in Title 5, Section 53023. Any additional criteria must be reviewed and approved by the District Employment Manager prior to screening.

## 8.0 THE SCREENING PROCESS

1. Applicants who do not meet the minimum qualifications shall submit a completed Equivalency Form along with the employment application to the Continuing Education Business Services Office. The screening committee for the mandated discipline area shall consider the evidence submitted to it to determine equivalency according to Procedure 4200.12.
2. Using the Paper Screening Rating Sheet, each screening committee member shall independently review all completed application materials. Applications will be rated using the criteria agreed upon by the screening committee. Each criterion will be rated as pass, fail, or pass with reservations. Then each application shall receive a majority overall rating of pass or fail.

3. The Screening Committee shall review the Paper Screening Rating Sheets and come to a majority determination on the candidates to be advanced for further consideration. The committee's overall rating will be recorded on the committee's paper screening evaluation summary form which will be returned to the Business Services office. The applicants with an overall "pass" rating will be advanced for further consideration.
4. The screening committee chair shall notify the Continuing Education Business Services Office of the outcome of the paper screening for minimum qualifications. The Continuing Education Business Services Office shall notify those applicants who met the minimum qualifications as to the next step in the approval process. Those who did not meet the minimum qualifications will also be notified.
5. For certain mandated discipline areas additional evaluation steps including a teaching demonstration may be required.
6. The criteria for the rating of the teaching demonstration shall be agreed upon by the screening committee prior to implementation of this procedure. The teaching demonstration will be observed and evaluated by a minimum of two discipline experts. The screening committee shall review these evaluations and come to a majority determination as to whether the applicant passed or failed the teaching demonstration. This rating will be forwarded to the Continuing Education Business Services Office. Those applicants with an overall pass rating will be advanced to the hiring pool as "finalists".
7. Continuing Education Business Services Office will notify Human Resources and each applicant as to whether or not they have passed the teaching demonstration and have become a finalist.
8. The finalist list will remain active for eighteen (18) months from the date the individual cleared minimum qualifications.

## 9.0 ASSIGNMENT

1. Whenever a Site Administrator has a need to fill a vacant adjunct/hourly/substitute assignment with a "new hire," he/she will contact Continuing Education Business Services Office and they will send application packets of all finalists meeting the minimum qualifications in that mandated discipline area.
2. The Site Administrator with an EEO Officer and either the Department Chair and/or lead instructor will interview and select an individual to an assignment. The site will develop hiring criteria.
3. The Site Administrator shall contact the finalist and extend a tentative assignment. The Site Administrator shall notify the finalist in writing that the offer is on a semester by semester basis and does not constitute a contract offer.
4. The finalist will be notified by the Site Administrator to complete employment paperwork according to the District's procedures.

## 10.0 EMERGENCY HIRES

1. An emergency situation occurs when:
  - a. The regularly assigned instructor is unable to continue teaching and there are no qualified finalists available in the mandated area.

- b. Enrollment in a class is unexpectedly high and there is a need to split the class and create a new section and there are no qualified finalists in the mandated area.
2. In an emergency situation, the Site Administrator may extend a tentative assignment for one semester to an individual who has filed an application packet with Continuing Education and whose application has been reviewed by both the Site Administrator and the Department Chair/lead instructor to ensure that the individual has met minimum qualifications.
3. All emergency hires must be reviewed for minimum qualifications by the Continuing Education screening committee for that mandated discipline area prior to them being offered an assignment for an additional semester.
4. In the situation where a pool of finalists has been created in a mandated discipline area where an emergency hire has occurred, the emergency hire will be given no more consideration for reappointment than any other finalist in the pool.

#### 11.0 ANNUAL REVIEW

1. A specific campus by campus review of the use of the emergency hire provision for adjunct/hourly/substitute instructors will occur on an annual basis.
2. The adjunct/hourly/substitute hiring process will be evaluated annually by the Continuing Education Academic Senate's Professional Policies and Review Committee and will be revised as needed.

#### 12.0 FORMS/REFERENCES

TITLE 5, SECTIONS 51010, 53023  
SDCCD Education Master Plan, Section "HUMAN RESOURCES"  
SDCCD Policy 4200  
SDCCD HRMI 4220  
AB1725 - Shared Governance (1989)

Adopted: October 30, 2007

SUPERSEDES:  
10/14/1998