

LOS RIOS COMMUNITY COLLEGE DISTRICT

Interview Summary: Adjunct Faculty

(To be completed after adjunct faculty interviews)

Date: _____

IMPORTANT: Applications for interviewees must be on file with Human Resources.

I. To be completed by Supervisor of Unit (Dean)

A. Position Information

First day of employment: _____ Date vacancy became known: _____

Vacant position (course or assignment): _____

College: _____ Area / Department: _____

B. Screening/Interviewing Committee

Ethnicity*:

Supervisor of Unit

Equity Officer / Representative

Faculty Member of Area / Department

C. Names of applicants interviewed (applications **MUST** be on file with the District Human Resources Office).

D. Names of candidates who received "commendable" or better ratings and are recommended for inclusion in a pool of acceptable interviewed candidates for future assignments in this course at this college.

E. Name of recommended candidate(s): _____

Signed: _____
Dean

II. To be completed by Appropriate Vice President

Name of recommended appointee(s): _____

Signed: _____
Appropriate Vice President

Please forward the following along with this form to the District Human Resources Office:

- Equal Opportunity Employment Checklist (P-130)
- Objective screening criteria
- Interview questions
- Individual signed rating sheets

* Ethnicity Codes:

- 1 Am. Indian/Alaskan Native
- 2 Asian/Pacific Islander
- 3 African American
- 4 Hispanic
- 5 White (Non-Hispanic)

Recruitment, Selection and Appointment Adjunct Faculty R-5122

1.0 Recruitment and Application Procedures for Adjunct Temporary Assignments

1.1 The District Human Resources Office will advertise as needed for part-time academic staff to provide an adequate pool of applicants.

*1.1.1 Only those persons having an application on file at the District will be considered as applicants.

2.0 Screening and Interview Procedures for Adjunct Temporary Assignments

2.1 The President will appoint a screening and interview committee composed of an appropriate supervisor, an academic staff member from the area of the position to be filled (when available) and a member of the staff equity committee or an individual trained in equity matters. The committee chair will be appointed by the President.

2.2 Screening and interview committees will determine objective criteria for selecting candidates and develop standard interview questions.

2.3 The screening and interview committee will select and interview a sufficient number of applicants to allow for fulfillment of goals.

2.4 Following interviews, the Chair will forward the rating sheets and other related documents, including the name of the recommended candidate through appropriate administrative channels to the District Human Resources Office.

2.5 A vacant position that becomes known within twenty (20) working days of the beginning date of employment may be filled without benefit of screening and interview committee action by appropriate management personnel utilizing applications currently on file in the District Human Resources Office.

3.0 Criminal Background Check

3.1 Applicants shall be fingerprinted at the State Department of Justice or another qualified law enforcement agency. Employment shall not commence until clearance has been approved by Human Resources.

3.2 Applicants shall be required to pay the cost of the fingerprinting and processing.

3.3 When warranted by exigent circumstances as determined by District Human Resources, a temporary employee may be permitted to begin work prior to clearance having been granted by Human Resources.

3.4 Police records shall be shown only to those with the legal right to see them.

4.0 Hiring Procedures for Returning Adjunct Temporary Employees

4.1 Temporary employees hired prior to February 4, 1980, and temporary employees hired according to procedures 2.1 through 2.4 may be rehired for subsequent assignments without screening and interviewing.

4.2 Employees hired under section 2.5 may be rehired for subsequent assignments only after screening and interviewing per sections 2.1 through 2.4.

5.0 Adjunct Faculty Assignments

5.1 Assignments of adjunct tenured (part-time) employees will be limited to their level of tenure, e.g., a person tenured at 20% will be scheduled for neither more nor less than the 20% to which the employee is entitled.

5.2 Tenured staff members without full loads will first be given available assignments in which they qualify, up to the percentage of their tenure.

5.3 The District recognizes only those employment rights to adjunct temporary and overload pay assignments specified in State law and in the current District/LRCFT agreement.

5.4 Assignments of adjunct temporary employees will normally not exceed 53% of a full-time load. Exceptions will be made only on the basis of advanced approval by the Chancellor.

5.5 Continuation of adjunct assignments by temporary employees and overload assignments by regular employees, among other factors, will be contingent upon performance evaluations which meet or exceed standards.

** College representative will review adjunct pool at the District Human Resources Office when there is a hiring need.*