

7C Adjunct (Part-time) Faculty Hiring

7C1 Philosophy

7C1A It shall be the policy of the Kern Community College District that a faculty hiring process be established to provide for highly qualified college faculty who are expert in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can enhance overall college effectiveness, and who are sensitive to and representative of the racial and cultural diversity of the District adult community. See **Procedure 7C1A** of this Manual for Interim Hiring Guidelines for Certificated Personnel.

7C1B The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.

7C1C Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The Faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.

7C1D The Academic Senates have the legal responsibility and authority to develop jointly with representatives of the governing board the hiring criteria, policies, and procedures for new faculty.

7C1E Hiring procedures are based on a recognition that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by faculty and administration, participating effectively in all phases of the hiring process.

7C1F All policies and procedures relative to faculty hiring shall be characterized by strict confidentiality to the extent permitted by law.

7C2 Affirmation Action

7C2A The Board of Trustees, Administration, and Academic Senate have the joint responsibility to ensure that affirmative action goals and timetables are a part of the overall process of hiring faculty.

7C2B All participants in the hiring process shall receive training in affirmative action procedures and shall become knowledgeable about the affirmative action goals and timetables of the District and its Colleges.

7C3 Position Identification

7C3A The division or department chair or discipline-area faculty shall recommend a position to be filled by an adjunct faculty member, new or in the existing pool, to the appropriate administrator for approval.

7C3B In geographic areas where it is impossible to involve division chairs, or department chairs, or discipline-area faculty, the area administrator shall make recommendations for adjunct positions.

7C3C In discipline areas where large numbers of adjunct faculty are used, qualified applicant pools shall be developed cooperatively through a process involving discipline-area faculty and College administrators. The process shall be sensitive to College affirmative action goals.

7C3C1 Each College Personnel Officer in consultation with the College Affirmative Action Officer and Division/Department Chair(s)/discipline faculty shall determine the ongoing adequacy of the employment pools.

7C4 Job Descriptions

7C4A Job descriptions shall be written by the discipline-area faculty in consultation with the appropriate administrator.

7C4B In geographic areas where it is impossible for the discipline-area faculty to write the job description, it shall be written by the area administrator.

7C4C In all cases, job descriptions shall meet the minimum qualifications for teaching at the community college level, as established by the state-wide Academic Senate and adopted by the Board of Governors of the California Community Colleges.

7C4C1 It shall be the responsibility of the Academic Senate, in consultation with the faculty of the appropriate discipline, to determine how equivalency shall be determined.

7C4C1A The purpose of equivalency statements shall be to ensure the maintenance of a professional and highly-qualified staff.

7C4C1A1 The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience at least comparable to that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

7C4C1B Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.

7C4C1C In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.

7C4C1D For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.

7C4C1E In no case shall an equivalency be interpreted to mean a *waiver* of state-mandated minimum qualifications.

7C4C2 Requirements for any vacant faculty position may exceed the state-mandated minimum qualifications.

7C4D Job descriptions shall accurately reflect the needs of the College and the goals of affirmative action.

7C5 Search Procedures

7C5A Position announcements, if necessary, shall be written by the College personnel office in consultation with the discipline-area faculty.

7C5B The position announcement shall be approved by the appropriate College administrator.

7C5C The position announcement shall have an appropriate affirmative action review.

7C5D The position announcement shall be reviewed by the Personnel Officer.

7C5E If positions are advertised, they should be open long enough to ensure a pool of well-qualified applicants and to further the College's affirmative action goals.

7C6 Selection Procedures

7C6A If a position is not advertised, the division chair or department chair or discipline-area faculty shall recommend a candidate to the appropriate administrator.

7C6A1 In geographic areas where it is impossible to involve faculty, the area administrator shall make the recommendation.

7C6A2 The candidate may be from the existing pool of qualified adjunct faculty.

7C6B If a position is advertised, there shall be a selection committee composed of at least two (2) faculty members from the discipline if available, and appointed by the Senate and the appropriate area administrator. The committee shall be chaired by a faculty member.

7C6B1 In geographic areas where it is impossible to involve faculty, the area administrator shall evaluate the applicants and make the recommendation to the appropriate administrator.

7C6C The College Personnel Office shall receive applications and initially screen for minimum qualifications. Complete applications shall be categorized relative to compliance with minimum qualifications as:

- Clearly met; or,
- Compliance not clear.

7C6D Those responsible for selection shall determine whether the applicants meet the desired qualifications, including minimum qualifications and, where applicable, equivalents.

7C6E In determining equivalents, those responsible for the selection shall follow the procedure adopted by the Senate. (*Revised April 20, 1995*)

7C6E1 Minimum qualifications by equivalency are to be in disciplines adopted by the Board of Governors and shall be applicable District-wide. (There will be no minimum qualifications by equivalency for courses or sub-disciplines.) (*Added April 20, 1995*)

7C6E2 For those candidates deemed qualified by equivalents, a written record of evidence of equivalence shall be maintained. See **Appendix 7C6E2** of this Manual for the Certification of Equivalency form.

7C6E3 The College Senate, area administrator, or Affirmative Action representative may present their views to the Board regarding each specific case of equivalency before the Board makes its decision. A written record of the Board's decision shall be kept.

7C6F Those responsible for selection shall evaluate and interview, if appropriate, all candidates according to the desired qualifications on the job description.

7C6G The candidates will be evaluated with respect to, but not limited to, the following criteria:

- Subject area knowledge and competency;
- Teaching/service and communications skills;
- Commitment to professional growth and service;
- Potential of overall professional effectiveness;
- Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the students;
- Where possible, teaching or skills demonstrations may be required.

7C6H All methods of evaluation shall be uniform.

7C6I If those responsible for selection cannot recommend a candidate, the hiring process may be reopened.

7C7 Selection of the Candidate

7C7A Those responsible for selection shall recommend a candidate(s) to the appropriate administrator.

7C7B If the appropriate administrator does not agree with the recommendation, he/she shall confer with those responsible for the selection. If they cannot agree, the search shall continue.

7C7C A candidate shall be recommended for either a position or the pool of qualified adjunct faculty. This process shall be sensitive to College affirmative action goals.

7C7D Names of adjunct faculty should appear on the class schedule, if at all possible.

7C8 Implementation

7C8A This policy shall be deemed a general statement of compliance with Assembly Bill 1725, and the Academic Senate of each College shall approve any additional procedures to implement this policy, according to its legal responsibility under Assembly Bill 1725.

7C9 Review and Revision

7C9A This policy is subject to review and revision at the request of any one (1) of the College Academic Senates or the Board of Trustees. Such revised policy shall be agreed upon by each Academic Senate and the Board of Trustees before it replaces the previously agreed-upon policy.



Positions: Biology Instructor, Part-time Adjunct Pool - SK (Staff) [Edit](#)

Current Status: Posted

Position Type: **Staff**
Department: **410SC1 - Science Department**

Created by: **Anne Vanderhorst**
Owner: **District Human Resources**

Take Action On Positions

★ See how Positions looks to Applicant

Print Preview (Applicant View)

Print Preview

Summary | History | Settings | **Applicants** | Reports

Open Saved Search

Search:

More search options

Guest User

Saved Search: "Guest User" (8 Items Found)

Actions

Last Name:	First Name:	Documents	Job Title	Workflow State (Internal)	(Actions)
Hernandez	Trang	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
Perez	Gerardo	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
Lasola	Ninnette	Transcripts , Resume/CV	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
Kreitner	Megan	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
Slater	Jamie	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
madani	setareh	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
Ekhterae	Daryoush	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions
Aparicio	Ashley	Resume/CV , Transcripts	Biology Instructor, Part-time Adjunct Pool - SK	Under Review by Department/Committee	Actions



Positions: Biology Instructor, Part-time Adjunct Pool - SK (Staff) [Edit](#)

Current Status: Posted

Position Type: **Staff**
Department: **410SC1 - Science Department**

Created by: **Anne Vanderhorst**
Owner: **District Human Resources**

Take Action On Positions

★ See how Positions looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

Summary | History | Settings | Applicants | Reports

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

📌 Position Details [Edit](#)

Position Details

Position Number:	00445
Date of Request:	11/30/2011
Quick Link	http://careers.kccd.edu/postings/2567

POSITION INFORMATION

Job Title:	Biology Instructor, Part-time Adjunct Pool - SK
Replacement:	
New Position:	
Position Number:	
College/Site:	Cerro Coso College

Location:	CC-South Kern, Edwards AirForce Base
Position Type:	Part-Time Academic
Job Category:	Instruction
Rate:	\$60.00 per hour/Instructional
Minimum Salary:	
Maximum Salary:	
Salary Grade:	
Work Week:	Flexible, as needed
Work Year:	2011-2012 academic year
FOAPAL Number1:	
FOAPAL Percentage1:	
FOAPAL Number2:	
FOAPAL Percentage2:	
FOAPAL Number3:	
FOAPAL Percentage3:	
Additional FOAPAL Numbers and Percentages:	
Budgeted Dollars:	

DEPARTMENT INFORMATION


Department:	410SC1 - Science Department
Departmental Users with Access:	Maria Farkus, Dena Rhoades, Kay Stitt, Anne Vanderhorst
Requestor:	Clint Dougherty
Contact(s):	
Contact Phone/Extension:	
Contact Email:	
Contact Fax:	

POSTING TEXT

Posting Requirements:	Internally and Externally
	This position is assigned to the South Kern – Edwards Airforce Base Center. The successful applicant will be expected to provide instruction in a full range of Biological Science courses.

Basic Function:	<p>This assignment may include teaching at other campus sites, day or evening classes, weekend classes, large classes, distance learning and using multiple teaching methodologies.</p> <p>Other duties include: participation in student recruitment and articulation of transfer programs for the Science department; maintaining subject matter currency; developing and revising curriculum; using computer and multimedia technology; collegial participation in departmental, college and discipline-specific professional activities.</p>
Benefits:	<p>Sick Leave Only</p> <p>This position is not eligible for health benefits.</p>
Knowledge and Abilities:	<p>Knowledge and Abilities:</p> <ul style="list-style-type: none"> • Commitment to student learning. • Awareness of the College mission, vision, and values. • Sensitivity to students with a wide range of skills, motivations, and academic goals. • Ability to communicate effectively, both orally and in writing. • Knowledge of computers and willingness to experiment using multimedia instructional materials. • Commitment to working effectively and harmoniously with colleagues in an environment that promotes teaching, learning and service students.
Education and Experience:	<p>MINIMUM QUALIFICATIONS :</p> <p>Master's in any biological science;</p> <p>OR</p> <p>- Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science;</p> <p>OR</p> <p>- Possession of a valid credential which authorizes full-time teaching of Biology at the California Community College level;</p> <p>OR</p> <p>- The equivalent. Certain combinations of education, experience, and other accomplishments in the field may be judged as equal to the stated minimum qualifications for these positions. Candidates who feel they possess such equivalent qualifications must request and submit an APPLICATION FOR EQUIVALENCE form. Supporting documents must be included with the completed form.</p> <p>AND</p> <p>- A demonstrated sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds and students with disabilities.</p> <p>Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.</p> <p>Note: The screening of candidates will be conducted by a screening committee. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.</p>
Requested Start Date:	
Posting Date:	12/07/2011
Closing Date:	
Open Until Filled	Yes
Pass Message:	<p>Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.</p>
	<p>Thank you for your interest in this position. Based on your responses to the</p>

Fail Message:	questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Application Types Accepted:	Application for Academic Employment
If you plan to advertise externally, indicate the advertising sources:	
Please list any other advertising sources:	
Special Instructions to Applicants	
Do not use - historical	<p>Completed application packet must include:</p> <ul style="list-style-type: none"> • Completed Online Application for Employment form • Current resume • Copies of legible transcripts • List of six (6) professional references – Listed on application form <p><i>Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.</i></p>

 **Posting Specific Questions** [Edit](#)

Required fields are indicated with an asterisk (*).

1. * How did you learn about the position?
 - o Newspaper - (0.0 points)
 - o Internet - (0.0 points)
 - o Employee - (0.0 points)
 - o Walk-in - (0.0 points)
 - o Chronicle for Higher Education - (0.0 points)
 - o Employment Agency - (0.0 points)
 - o KCCD Employee - (0.0 points)
 - o Other - (0.0 points)

 **Guest User** [Edit](#)

Guest User Credentials

- Username: gu28584
- Password: 4f16af

Email Addresses of Guest User Recipients

None Entered.

 **Comments** [Edit](#)


Comments

Supervisor/Manager Comments:	
Administrator Comments:	
Business Services Comments:	

Executive Authority Comments:

District HR Comments

Campus HR Comments

 Optional & Required Applicant Documents: If you indicate that you have degree(s) on your application, transcript(s) must be attached in Transcripts slot. [Edit](#)

Required Documents

1. Resume/CV
2. Transcripts

Optional Documents

None