

3013. ADMINISTRATIVE REGULATIONS ON HIRING
 PART-TIME HOURLY FACULTY

3013.1 The Vice President, Human Resources, shall administer these regulations.

3013.2 The Vice President, Human Resources or designee, shall have responsibility for monitoring these procedures to provide for compliance with equal employment opportunity consistent with state and federal law.

3013.3 Objectives

- A. To establish pools of qualified hourly faculty from which departments may select hourly faculty.
- B. To support equal employment opportunity consistent with state and federal law.

3013.4 Hiring Procedures

- A. Each department will maintain a “part-time faculty pool” of current hourly faculty members.
- B. The department head and the dean shall participate in the recruitment of the external applicant pool.
- C. In conjunction and coordination with the department, the Human Resources Office will announce openings for the establishment of an external pool of candidates for hourly faculty positions within each discipline and/or department.
- D. Both the “part-time faculty pool” and the “external applicant pool” will be considered in determining hourly faculty assignments.

3013.5 Selection Committee

- A. The Selection Committee shall be comprised of the department head and at least one other full-time faculty member from the department (or if not possible, from a closely related discipline).
- B. The department head shall chair the Selection Committee.



3013.6 The appropriate administrator together with the department head and the Vice President, Human Resources, or designee, shall review the pool of applicants, the criteria, and procedure used for selection in order to ensure equal employment opportunity.

3013.7 Once the pools have been established and approved by Human Resources, the application materials from the external pool will be reviewed by the committee.

3013.8 Interview/Selection Process

- A. Qualified candidates will be selected for interview by the committee. In circumstances where three (3) or more qualified candidates exist within a pool, at least three (3) must be selected for interview. If less than three (3) qualified candidates exist within the pool, each of the qualified applicants must be interviewed.
- B. All interview questions must be pre-approved by Human Resources. One component of the interview shall assess the candidate's ability to effectively address the needs of underprepared students and students from diverse backgrounds.
- C. At the conclusion of the interviews, the selection committee shall recommend a candidate for hire to the area dean. The area dean is responsible for the selection and hiring of all hourly instructors.
- D. All application materials, reference checks and selection committee materials and discussion relative to the hiring process shall be governed by strict confidentiality.
- E. Should a situation arise which necessitates an emergency hire, the department head may hire an individual for a period of one (1) semester with approval from the dean. The dean will notify Human Resources in writing of the emergency hire and the reason that necessitated such an emergency. The applicant may not be rehired for any subsequent semester without having gone through the standard non-emergency selection process as defined within this regulation.

Revised: May 23, 1989; January 18, 2011

