

**Section Seven**

**Certificated**

**Part-Time**

**Adjunct**

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**Section Seven—Certificated Part-time (Adjunct)  
Governance Processes Relative to the  
District Board Policy Manual  
and Collegial Consultation  
With Academic Senates**

**Employ the Process of Mutual Agreement**

- Policies:**
- (1) **7C1**, Philosophy (*includes Policies 7C1A through 7C1F*)
  - (2) **7C2**, Affirmative Action (*includes Policies 7C2A and 7C2B*)
- Procedures:** None
- Appendices:** **7C6E2**, Certification of Equivalency

**Rely Primarily Upon the Advice and Judgment**

- Policies:**
- (1) **7C3**, Position Identification (*includes Policies 7C3A through 7C3C1*)
  - (2) **7C4**, Job Descriptions (*includes Policies 7C4A through 7C4D*)
  - (3) **7C5**, Search Procedures (*includes Policies 7C5A through 7C5E*)
  - (4) **7C6**, Selection Procedures (*includes Policies 7C6A through 7C6I*)
  - (5) **7C7**, Selection of the Candidate (*includes Policies 7C7A through 7C7D*)
  - (6) **7C8**, Implementation (*includes Policy 7C8A*)
  - (7) **7C9**, Review and Revision (*includes Policy 7C9A*)
  - (8) **7K**, Student Conduct (*includes Policies 7K1 through 7K2*)

Rely Primarily Upon the Advice and Judgment--Policies (continued)

**Procedures:** None

**Appendices:** None

# Policy

## SECTION SEVEN

### CERTIFICATED/PART-TIME (ADJUNCT)

**7A** This **Section** applies to all certificated part-time employees who do not hold contracts based on the Basic Faculty Salary Schedule or the Child Development Teacher Salary Schedule.

**7A1** Assignments of certificated part-time employees under this **Section** are *Temporary* and do not accrue rights to *Contract* (probationary) or *Regular* (tenured) status.

**7A2** Employment may not begin until the appropriate pre-employment forms have been filed with the District Personnel Office.

**7B** **Adjunct Faculty Professional Expectations** (*Revised September 19, 1996*)

**7B1** Duties of adjunct faculty include the following as appropriate. The faculty member shall:

**7B1A** Provide instructional and/or non-instructional services specified by the faculty member's contract and/or staff assignment sheet.

**7B1A1** Instruct courses in a manner consistent with curriculum committee approved course outlines. Provide non-instructional services in a manner consistent with approved position description.

**7B1B** Be available to confer with students before or after class sessions or at times designated by the immediate supervisor.

**7B1C** Develop or participate in the development of curriculum, services, and/or activities. Review curriculum and/or services periodically, revising as necessary. Attend and participate in College, divisional, or departmental meetings as appropriate.

- 7B1D** Provide current course orientation materials to each student on the first (1st) day of class, and discuss orally the course content. These materials will minimally include approximate dates of outside activities, an approximate weekly assignment plan, an approximate examination schedule, grading criteria, and general rules that will affect student grade (such as attendance, drop/add deadlines, withdrawal deadlines, tardiness, student class participation). A copy of the orientation materials shall be provided to the supervising administrator during the first (1st) week of instruction.
- 7B1E** Plan instructional or non-instructional activities with due regard to the level and purpose of the course or service area.
- 7B1F** Use media aids, the library, and other resources as appropriate to enhance student learning.
- 7B1G** As appropriate, utilize alternative instructional delivery approaches to improve student access.
- 7B1H** Communicate with students and staff in a professional manner.
- 7B1I** Maintain currency in subject matter and/or service area.
- 7B1J** Adhere to College and District policies and procedures.
- 7B1K** Reasonably assist in the maintenance of facilities and equipment.
- 7B1L** When reasonably possible, report absences to the appropriate office in sufficient time to provide proper substitution and/or notification of students.
- 7B1M** Not combine, cancel, or change meeting times or places of classes or activities without permission of the College President or designee.
- 7B1N** Provide for supervision of students at events or field trips throughout the activity.
- 7B1O** File an injury report with the College President or designee if a personal or student injury occurs while on duty or on the campus.
- 7B1P** Maintain a current address and telephone number with the College President or designee.
- 7B1Q** Participate as assigned in retention and institutional research activities, recruiting, and articulation with schools and colleges.

- 7B1R** Participate in promotion, job placement, student follow-up, and advisory committees.
- 7B1S** Not conduct personal business which interferes with assignment responsibilities nor use District or College personnel, facilities or equipment for personal business.
- 7B1T** Except in the case of emergency, not leave a class, program, or activity unattended. An appropriately qualified academic employee must always be responsible and present.
- 7B1U** Use the primary textbook as agreed upon with the supervising administrator or designee.
- 7B1V** Regularly check campus mail box.

**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.

**7D** Evaluation of Adjunct Personnel

**7D1** Evaluation of Adjunct Personnel--Evaluation of adjunct faculty members has as its primary purpose enhancement of job competence of faculty members. The District retains responsibility for the evaluation and assessment of the performance of job duties by each faculty member.

**7D1A** Criteria used in the evaluation process shall include general standards of professional preparation and execution of the work assignment, including adherence to District and College policy and regulations.

**7D1B** Written procedures to implement the evaluation process shall be determined by the individual campuses with the approval of the Chancellor or designee and shall be uniform and consistent.

**7D1C** Supervisors, administrators, faculty, and other designated persons may visit classes or work areas for observation purposes.

**7D1D** Faculty evaluations by students shall be included in the evaluation process.

- 7D1E** Adjunct faculty have the right to respond in writing to any evaluation. The response will be attached to the evaluation and placed in the personnel file.
- 7D1F** Evaluation information shall be factual and shall not be obtained through the use of electronic or other listening or recording devices without the written permission of the faculty member. Anonymous letters shall not be used in the evaluation process. *(Revised September 19, 1996)*
- 7D1G** Adjunct faculty shall be evaluated within the first (1st) year, and at least once every six (6) semesters thereafter.

## **7E** **Adjunct Faculty Load**

- 7E1** The College President or designee shall determine the class assignment and load for each adjunct faculty member to meet students' needs.
- 7E2** Adjunct faculty members will not be assigned to classes or professional services which, in the aggregate, provide a load that is greater than sixty percent (60%) per semester of that of a similarly situated regular faculty member. This does not include day-to-day substitute assignments and proctoring.
- 7E3** Class size maximums and minimums will be determined by the College President or designee.
- 7E4** Finalization of assignments will be made as soon as possible after the beginning of the course(s).
- 7E5** Adjunct assignments shall be at the discretion of the College President or designee.

## **7F** **Compensation and Benefits** *(Revised September 19, 1996)*

- 7F1** Adjunct Faculty Compensation [See **Appendix 7F1** of this Manual for the Part-time (Adjunct) Faculty Salary Schedule]
  - 7F1A** The Adjunct Faculty Salary Schedule shall be that which is adopted by the Board of Trustees.
    - 7F1A1** Adjunct faculty shall be notified of their payment schedule at the time of assignment each semester. (See **Procedure 7F1A1** of this Manual for the Adjunct Faculty Payroll Procedures.)

**7F1A2** Final payment is made at the end of each assignment when all records are filed with the College.

**7F2** Compensation for Special Professional Services

**7F2A** Part-time staff shall be remunerated for contract education classes as follows:

- Up to fifty percent (50%) of the total amount of fees collected as determined by the College President or designee, or
- On a contract basis as determined by the College President or designee.

**7F3** Field Trips--For an adjunct staff member to receive up to a maximum of four (4) hours per day compensation for field trips, the field trip must be an integral part of the course and not an **in-lieu** assignment for regular class meetings. Exceptions to the four-hour (4-hour) limitation may be made in accordance with the policy developed at the specific College. All field trips must have the prior approval of the appropriate campus administration. [See **Appendix 7F1** of this Manual for Part-time (Adjunct) Faculty Salary for rate of compensation]

**7F4** In certain circumstances, adjunct faculty may become members of the State Teachers' Retirement System (STRS). If the adjunct faculty member becomes eligible for membership in STRS, both the District and the employee contribute to STRS as mandated by law.

**7F5** Adjunct faculty are not eligible for the District sponsored health and welfare plans.

**7F6** Compensation for Faculty Members Retired from the Kern Community College District *(Revised May 6, 1999)*

**7F6A** Retired faculty members providing services to the Kern Community College District shall be compensated according to the Basic Faculty Salary Schedule for Overload and Other Non-Contract Services for Contract and Regular Faculty. Retirees should check on the amount of maximum salary to earned without affecting retirement pay.

**7F6B** All retired faculty members who perform services not enumerated in this policy may be paid a stipend as determined by the College President and approved by the Board of Trustees.

**7F7** The District will waive all fees for adjunct instructors for courses taken at any of the District's three (3) Colleges if they are employed at the time of registration for the course.

## **7G Absences and Leaves**

**7G1** Records of employee absences are to be maintained by the College Personnel Office at the College of assignment in the employee's personnel file.

### **7G2 Leave of Absence/Sick Leave**

**7G2A** Sick leave earned under this section shall be granted when an employee is kept from the performance of assigned adjunct duties by illness, injury, or quarantine.

**7G2B** Adjunct faculty will earn sick leave at one (1) hour for each seventeen (17) hours of assigned activity completed.

**7G2C** Hours for classroom assignments shall be posted to the adjunct faculty member's sick leave balance at the completion of the semester and/or summer session. Non-teaching or assignment hours will be posted as earned.

**7G2D** Unused sick leave shall be accumulated and limited to a maximum of fifteen (15) hours. Sick leave earned for adjunct faculty assignments shall not be converted to *regular* sick leave if the adjunct employee becomes a contract employee.

**7G2E** The District may require that any absence due to illness or injury or quarantine which exceeds three (3) days duration be verified by a written statement by a licensed physician indicating the reasons for and length of disability.

**7G3** Other leaves of absence, paid or unpaid, may be granted by the Chancellor or designee.

## **7H Personnel**

**7H1** There shall be a District Personnel File for each adjunct faculty member. The file will be limited to basic hiring and employment information including educational advancement and pertinent work experience.

**7H2** Records of professional evaluation of adjunct faculty are maintained at the campus level in either the instructional dean's office or the personnel office.

**7H3** Information of a derogatory nature shall not be placed in an adjunct faculty member's file until the employee is given notice and an opportunity to review and comment thereon.

**7H4** Every employee shall have the right to inspect such materials upon request, provided that the request is made during regular office hours at a time when such person is not actually required to render services to the District.

**7H5** Any material to be placed in an adjunct faculty member's file shall be clearly identified as to its source or originator and its date of receipt by the College or District. Anonymous letters shall not be referenced or placed in any adjunct faculty member's file.

## **7I** **Termination**

**7I1** Services of adjunct faculty members may be suspended without pay on oral notice and terminated upon the recommendation of the College President and Chancellor with approval by the Board of Trustees.

**7I1A** When possible, the supervisor will discuss the matter with the employee before taking action.

**7I1B** Services of adjunct faculty automatically terminate at the conclusion of assignment.

## **7J** **Safety**

### **7J1** **Safe Working Conditions**

**7J1A** Any on-the-job condition(s) considered to be unsafe or potentially unsafe by a faculty member should be reported immediately to his/her immediate supervisor. The District shall conduct investigations of employee reports and take appropriate corrective measures as soon as practicable.

## **7K** **Student Conduct**

**7K1** A faculty member may suspend a student from his/her class under provisions of Education Code Section 76032 and Board of Trustees policy (**Section 4F6**) regarding student conduct.

**7K1A** A faculty member may remove a student for the day of the removal and the next class meeting. This action shall be immediately reported to the College President or designee. Any further action must be approved by the President or designee.

**7K1B** During the period of removal, a student shall not be returned to the class without the concurrence of the instructor of the class.

**7K2** A faculty member shall immediately report any assault in connection with his/her employment to the immediate supervisor. The supervisor shall take timely and appropriate action.

# Procedure

## **Interim Hiring Guidelines for Faculty Personnel**

- 1) **No person is authorized to perform services for the District as an employee until these criteria have been met:**
  - a) All required personnel/payroll forms must be on file with the campus **prior** to requesting interim hire approval. The following forms are required for all personnel.
    - I-9 forms
    - Employment application
    - W-4 form
    - Oath of Office
    - TB exam results
    - Retirement form
    - Fingerprints (if applicable)
    - Minimum Qualifications/Equivalency Statement or credential (if applicable)
  - b) When all necessary forms are on file in the campus Human Resources (HR) office, a copy of the Request for Authorization to Employ Faculty Personnel form shall be forwarded to the District HR Office for approval. Formal approval will be obtained at the next regularly scheduled Board Meeting. At the time, the interim approval will expire and employees must be Board approved to be considered legal employees of the District.
- 2) Emergency situations which require a position to be filled prior to fulfillment of all of the above conditions must be authorized by the Chancellor or College Academic Vice President before the employee commences service.

Approved by Chancellor's Cabinet  
November 6, 1990

Revised May 9, 2000

**Adjunct Faculty Payroll Procedures**

- Adjunct faculty employed for the Fall term shall be compensated in five (5) equal payments beginning September 15.
- Adjunct faculty employed for the Spring term shall be compensated in five (5) equal payments beginning February 15.
- Adjunct faculty employed for the Summer term shall be compensated in two (2) equal payments, July 15 and August 15.

Approved by Chancellor's Cabinet  
September 24, 1996

Revised 6/10/97

# Appendix



## **Part-time (Adjunct) Faculty Salary Schedule**

### **Classroom Instruction**

Weekly faculty contact hours (WFCH) on a semester basis will be the basis for the course cost. Compensation for classroom instruction shall be eight hundred, seventy-five dollars (\$875.00) per WFCH.

### **Counselors and Librarians**

Adjunct counselors and librarians shall be compensated fifty dollars (\$50.00) per hour.

### **Other Instructionally Related Services**

Adjunct faculty shall be compensated thirty dollars (\$30.00) per hour for all instructionally related services not enumerated above. Instructionally related services include, but are not limited to, assignments to curriculum development, institutional research, field trips, and college nurse.

### **Hourly Substitutes**

Except as noted below, hourly substitutes shall be compensated thirty dollars (\$30.00) per hour.

When a substitute takes full responsibility for a class in the Fall or Spring term for more than two (2) consecutive weeks, compensation shall be fifty dollars (\$50.00) per hour applied retroactively.

When a substitute takes full responsibility for a class in the summer term for more than one (1) full week, compensation shall be fifty dollars (\$50.00) per hour applied retroactively.

**Proctoring**

Adjunct proctors shall be compensated eighteen dollars (\$18.00) per hour.

**Porterville Developmental Center**

The hourly rate for the Porterville Developmental Center will be twenty-seven dollars and fifty cents (\$27.50) per hour. (Effective July 1, 2006)

**Part-time (Adjunct) Faculty Salary Schedule Summary**

<b>\$18.00 per hour</b>	Proctors
<b>\$27.50 per hour</b>	Porterville Developmental Center
<b>\$30.00 per hour</b>	<ul style="list-style-type: none"> <li>• Other instructionally related services</li> <li>• Hourly substitutes</li> </ul>
<b>\$50.00 per hour</b>	<ul style="list-style-type: none"> <li>• Counselors and librarians</li> <li>• Hourly Substitutes [for more than two (2) consecutive weeks during a semester or for more than one (1) week during summer session, retroactively]</li> <li>• Classroom instruction for other than semester length courses</li> </ul>
<b>\$875.00 per WFCH</b>	Classroom instruction for semester length courses

Approved by the Board of Trustees  
September 19, 1996, Effective January 1, 1997

Revised January 16, 1997  
 Revised November 7, 1997  
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 Revised September 7, 2006, Effective August 28, 2006