
**Kern Community College District
Administrative Procedure**
Chapter 8 – Academic Senate and Faculty Employment

8800 Adjunct Employment Procedures

8801 Search Procedures

- a. **Position Announcements:** District Human Resources will publish a list of potential part-time faculty positions as requested by the department/division. If an individual job description is needed, the Vice President or department/division Dean and discipline faculty shall develop the description.
- b. **Qualified Applicant Pools:** College Human Resources shall review the applications and determine those that meet minimum qualifications. These qualified applicant pools shall be sorted by discipline. Applicants shall meet discipline minimum qualifications adopted by the Board of Governors. Those not meeting minimum qualifications but wishing to receive an equivalency shall be referred to the College Academic Senate Equivalency Committee.
- c. **Qualified Applicant Pool Maintenance:** College Human Resources shall maintain active applications in the qualified applicant pool for a period of two years.
- d. **Approved for Assignment Pools:** A part-time faculty screening committee shall review applications from the qualified applicant pool and determine those candidates to be interviewed.
- e. College Human Resources shall review the candidates selected for interview to determine if legal requirements for non-discrimination and Equal Employment Opportunity have been met. If the Human Resources representative determines those legal requirements have not been met, he/she shall assist the screening committee in addressing the problem(s).
- f. The discipline screening committee shall conduct interviews and determine those candidates that are approved for assignment. The committee shall communicate the results to College Human Resources, which shall work with the successful candidates to complete the employment process. A

College Human Resources representative shall be available to consult with the committee on any non-compliance or procedural issues.

- g. Each discipline's screening committee shall review its discipline pool at least once a semester or immediately upon review date(s) established in position announcements.
- h. **Approved for Assignment Pool Maintenance:** College Human Resources shall maintain active applicants in the approved for assignment pool for a period of five years.

8802 Composition of Part-Time Faculty Screening Committee

The committee consists of the faculty chair and the appropriate educational administrator or designee. A second faculty member may be included if agreed upon by both the faculty chair and the educational administrator.

8803 Selection of Candidates

Screening Criteria: The candidates shall be evaluated with respect to, but not limited to, the following criteria:

- ability to demonstrate skills in teaching or services that will effectively serve the needs of a diverse student population.
- ability to provide specific subject matter expertise that meets the District's core mission.

8804 Emergency Circumstances

- a. If an approved for assignment pool does not exist, and if there is insufficient time to convene a part-time faculty screening committee that includes the faculty chair, the Vice President or department/division dean shall include, whenever possible, at least one tenured faculty member from the relevant discipline in interviewing and selecting adjunct instructors.
- b. If circumstances do not permit the inclusion of any faculty in the contingency or emergency screening of qualified applicants, the Vice President or department/division dean must notify the College Human Resources Manager and the faculty chair. The notification shall state the reasons for not being able to include any faculty.
- c. An appointment under emergency circumstances is valid for one semester only. The emergency hire shall be placed back into the qualified applicant pool for future consideration.