

Kern Community College District
Office of Human Resources
September 27, 2011

Proposed Addition to
Kern Community College District
Board Policy Manual
Section Six – Certificated Academic Senate

Policy 6H

Governance Process: *Rely Primarily Upon*

Reason for Addition: *To Amend District Policy*

6H Adjunct Employment (See Procedure 6H)

6H1 The Board of Trustees shall appoint all adjunct faculty to provide instruction or services for the District.

6H2 All adjunct appointments by the Board of Trustees shall be provided by the Administration which will involve the active participation and recommendation of faculty.

6H3 The District shall adopt administrative procedures for hiring adjunct faculty who meet the following criteria:

- a. meet state mandated discipline Minimum Qualifications or meet criteria to receive an equivalency for the discipline as determined by an Academic Senate Equivalency committee.*
- b. demonstrate subject area knowledge and competency.*
- c. be skilled in teaching and serving the needs of a diverse student population.*
- d. show potential for overall professional effectiveness.*
- e. communicate effectively.*
- f. demonstrate a sensitivity to the ethnic and cultural diversity of our communities.*

6H4 It is the responsibility of the Human Resources office to establish and maintain applicant pools for Adjunct hiring. To the extent possible, the

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adjunct pools shall have applicants in all disciplines the college provides for the District.

6H5 Unless an emergency situation exists, the Department/Division administrator shall offer adjunct employment only to candidates from these adjunct faculty hiring pools.

6H6 The Human Resources office is responsible for monitoring, training, and consulting College administration, faculty, and staff involved with the recruitment and screening process for adjunct faculty.

6H7 Nothing in this Policy or District Administrative Procedure shall violate federal or state laws governing personnel employment.

Strike out entire Section 7 of Board Policy

Reviewed and Recommended by
Chancellor's Cabinet
April 18, 2011

Reviewed by Consultation Council
May 26, 2011

Kern Community College District
Office of Human Resources
May 19, 2011

Proposed Addition to
Kern Community College District
Board Policy Manual
Section Six – Certificated Academic Senate

Procedure 6H

Governance Process: Rely Primarily Upon the Advice and Judgment

Reason for Addition: To Establish District Procedure

6 H Adjunct Employment Procedures

6H1 Search Procedures

*6H1A **Position Announcements:** Human Resources will publish a list of potential adjunct 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.*

*6H1B **Qualified Applicant Pools:** Human Resources shall maintain qualified adjunct applicant pools for committee members to review. The applicant pools shall be sorted by discipline. Applicants shall meet discipline minimum qualifications adopted by the Board of Governors or meet criteria to receive an equivalency for the discipline.*

*6H1C **Applicant Pool Maintenance:** Human Resources shall roll forward active qualified applications in our adjunct faculty discipline pools for a period of two years. Applicants may request that Human Resources no longer continue to retain their application in the qualified applicant pool at any time.*

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6H1D **Composition of Screening Committee:** The committee consists of at least two full-time faculty, one (1) of which shall be the faculty chair and one (1) shall be a faculty member from the discipline in which the candidate is expected to serve, and the appropriate educational administrator or designee. In the event that there are no full-time faculty members from the discipline in question, the faculty chair shall select a faculty member from the department/division.

6H2 **Duties of the Screening Committee**

6H2A The committee shall review the applications and determine those candidates to be interviewed. Those selected for interviews but not meeting minimum qualifications shall be referred to the Academic Senate Equivalency Committee to determine whether or not they possess equivalency for the position.

6H2B Human Resources shall review the list of 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).

6H2C The committee shall conduct interviews and communicate the results to Human Resources. A Human Resources representative shall be available to consult with the committee on any non-compliance or procedural issues.

6H2D If the committee cannot reach consensus on a recommendation for appointment(s), the President or Administrative Designee shall receive a written report from the committee stating its reasons for not reaching consensus. After review of the committee report, the Vice President/Designee shall make the final decision as to which candidate will be recommended to the Board of Trustees for appointment. This appointment shall be considered an emergency hire.

6H2E Each discipline's part-time screening committee shall review its discipline pool at least once a semester or immediately upon review date(s) established in position announcements.

6H3 Selection of Candidates

6H3A Screening Criteria: The candidates shall be evaluated with respect to, but not limited to, the following criteria:

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

6H4 Emergency Circumstances

6H4A If a pool of qualified candidates does not exist, and if there is insufficient time to convene an adjunct faculty screening committee, 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.

6H4B If circumstances do not permit the inclusion of discipline faculty in the Contingency or Emergency screening of adjunct instructors, the Vice President or department/division dean must notify the Human Resources Manager and the department/division Chair. The notification shall state the reasons for not being able to include discipline faculty.

6H4C The appointment process shall continue after requirements in 6HD1 or 6HD2 are met. A selection under emergency circumstances or lack of consensus is valid for one semester only. The emergency hire shall be placed into the discipline applicant pool for future consideration.

Reviewed and Recommended by
Chancellor's Cabinet
April 18, 2011

Reviewed by Consultation Council
April 26, 2011