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

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**AP 8900** Temporary Full-time Faculty Employment

Reference: Education Code Sections 87422, 87480, 87482.5(b), 88003, 88106 or 88109

~~(b)(1) “In-house or promotional only” recruitment shall not be used to fill any vacancy for any position described in subdivision (a) except when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or series of interim appointments exceeds two years in duration.~~

~~(2) Where in-house or promotional only recruitment is utilized to fill a position on an interim basis pursuant to subdivision (b)(1), all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified.~~

~~(3) The job announcement for the interim position shall comply with section 53022 and the selection process shall be consistent with the requirements of this subchapter.~~

~~(c) For purposes of this section, a vacancy is not created, and the requirements of subdivisions (a) and (b) do not apply, when:~~

- ~~(1) there is a reorganization that does not result in a net increase in the number of employees;~~
- ~~(2) one or more lateral transfers are made and there is no net increase in the number of employees;~~
- ~~(3) a position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual;~~
- ~~(4) the faculty in a division or department elect one faculty member to serve as a chairperson for a prescribed limited term;~~
- ~~(5) the position is filled by a temporary, short-term, or substitute employee appointed pursuant to Education Code sections 87422, 87480, 87482.5(b), 88003, 88106 or 88109;~~

- ~~(6) — a part-time faculty member is assigned to teach the same or fewer hours he or she has previously taught in the same discipline without a substantial break in service. For purposes of this section, “a substantial break in service” means more than one calendar year or such different period as may be defined by a collective bargaining agreement; or~~
- ~~(7) — an individual not currently employed by the district, who is specially trained, experienced, and competent to serve as an administrator, and who satisfies the minimum qualifications applicable to the position, is engaged to serve as an administrator through a professional services contract. No appointment or series of appointments pursuant to this provision may exceed a period of two years.~~

## **Search Procedures:**

### **a. Position Announcements:**

District Human Resources will publish a districtwide announcement of Temporary full-time faculty positions. A minimum of 3 business days will be required for individuals to apply for the temporary full-time faculty position.

### **b. Minimum Qualification/Equivalency:**

College Human Resources shall review the applications and determine those applicants that meet minimum qualifications. Those applicants not meeting minimum qualifications but wishing to receive an equivalency shall be referred to the College Academic Senate Equivalency Committee.

### **c. Composition of Temporary Full-Time Faculty Screening Committee:**

The screening committee consists of the **appropriate educational administrator or designee, and the faculty chair or designee chosen by the faculty chair. Additional faculty members may be included if requested by the faculty chair.**

The screening committee shall conduct interviews and determine those candidates that are recommended to be appointed. The committee shall communicate the results to the College Human Resources Office, which shall work with the successful candidates to complete the employment process.

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

### **Selection of Candidates:**

**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 meets the District's core mission.

### **Emergency Circumstances and Temporary Provisional Faculty Appointment:**

- a. If there is insufficient time to convene a temporary full-time faculty screening committee that includes the faculty chair, the appropriate Educational Administrator shall include, ~~whenever possible~~, at least one tenured faculty member from the relevant discipline in interviewing and selecting temporary full-time instructors as chosen by the Academic Senate President or designee.
- ~~b. If circumstances do not permit the inclusion of any faculty in the contingency or emergency screening of qualified applicants, the Vice President or designee 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.~~
- b. A provisional temporary full-time faculty appointment under emergency circumstances is valid for one semester only. If the assignment extends beyond the one semester, the position shall be reopened for recruitment of applicants to be reviewed by a screening committee. The incumbent provisional temporary full-time faculty shall be required to re-apply for the temporary full-time vacancy to continue for an additional semester.

### **Appointment Limitation**

Under no circumstance shall a temporary full-time faculty assignment last greater than two (2) semesters within a six (6) semester period. The College Human Resources Office shall provide employment eligibility clearance prior to any offer of employment.