



Hiring Adjunct Faculty

The Guide to Successful Hiring



Welcome and Introduction

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- Dena Rhoades, HR Manager



Hiring Adjunct Faculty

- “But I completed everything...”
- “I understand HR has everything...”



Agenda

- This session will include:
 - Overview
 - Vocabulary
 - Steps to Employment
 - Ways to Expedite Hiring
 - What ifs...
 - Review of Applications



Overview

The purpose of this presentation is to provide information to ensure successful and efficient hiring of adjunct faculty.



Vocabulary

- Statement of Qualifications
- PeopleAdmin
- DOJ (Livescan)
- Equivalency and Minimum Qualifications
- Applicant Pool



Steps to Employment

- Identify the need and urgency
 - Current semester or future semester
 - Is this for an emergency assignment?
- Contact Human Resources office to update applicant pool
- Submit Confidentiality Statement for anyone reviewing applications
- Review your applicant pool for qualified candidates (in absence of an applicant pool contact Human Resources)



Steps to Employment (cont)

- Determine candidates for interview
- Complete Statement of Qualifications for candidate(s) recommended for employment
 - Process the Statement of Qualifications through area Dean
- Completed Statement of Qualifications is submitted to Human Resources office for processing and onboarding (pre-employment documents, livescan, etc.)

NOTE: Once interviews are complete, please send Human Resources a list of those applicants who will not be considered for future employment. Human Resources will contact applicants via email notifying them. This will eliminate revisiting the applications each time the pool is reviewed.

Statement of Qualifications and Authorization to Hire form

Bakersfield College Cerrito Community College
 Porterville College Site: _____

KERN COMMUNITY COLLEGE DISTRICT

STATEMENT OF ADJUNCT FACULTY QUALIFICATIONS AND AUTHORIZATION TO BEGIN HIRING PROCEDURE

Adjunct Faculty Name: _____

Address: _____ Telephone: _____

Discipline/Faculty Service Area(s): _____

DEPARTMENT/DIVISION TO COMPLETE THIS SECTION

Part A - Applicant meets Minimum Qualifications (Check Area 1 or 2)

Area 1 Vocational

AA/AS Degree & 6 Years Experience

BA/BS Degree & 2 Years Experience

Intercollegiate Coaching

Area 2 Academic

MA/MS Major: _____

BA/BS Major: _____

Part B - Recommended for Equivalency

Comments: _____

Dept. Designee Signature: _____ Dept: _____ Date: _____

Administrator Approval: _____ Date: _____

HUMAN RESOURCES TO COMPLETE THIS SECTION

APPROVED FOR HIRE

APPLICANT MEETS EQUIVALENCY

NOT APPROVED FOR HIRE

Comments: _____

Human Resources Approval: _____ Date: _____



Ways to Expedite Hiring

- Identify potential adjuncts as early as possible
- It is beneficial to have all potential applicants go through the livescan process. (Statement of Qualifications)
- Prepare equivalency requests as soon as identified.



What if's

- What if I am unable to see the application of a potential adjunct in PeopleAdmin?
 1. Confirm the application is complete. All successful applications are given a confirmation number. If the applicant does not have a confirmation number, the application is still in "Draft" status and is not available for viewing.
 2. If the applicant does have a confirmation number, send Human Resources an email requesting the pool be updated.



What if's

- What if the Human Resources office receives a “Delay” on their livescan?
 1. Human Resources will contact point of contact for position and inform them of the delay.
 2. DOJ can delay up to 30 days
 3. FBI has no set limit and no contact information for follow up
- Medical Clearances (fit for duty)



Livescan Process

- All adjuncts must complete the livescan process.
- If a delay is received, we are at the mercy of the Department of Justice or the FBI



Delays

- Most delays occur due to missing pre-employment documents, TB Clearances, and/or Livescan Clearance.
- If you have not received notification from Human Resources that the candidate has been cleared for employment, see above 😊



Conclusion

- If you need assistance, feel free to contact:
 - Dena Rhoades, HR Manager
 - 395-4850
 - Corny Rodriguez, Associate Dean
 - 395-4597