

Human Resources Operational Procedures	OP14-01
District Process for Screening and Appointment of Adjunct Faculty	Effective: DRAFT Revised:

The following procedure is to be implemented jointly between Colleges and Human Resources:

The District faculty hiring policy is to employ highly qualified college adjunct faculty who meet state-mandated discipline minimum qualifications or meet criteria to receive an equivalency for the discipline as determined by the College Academic Senate Equivalency Committee, demonstrate subject area knowledge and competency, skilled in serving the learning needs of a diverse student population, show potential for overall professional effectiveness, communicate effectively, and demonstrate a sensitivity to the ethnic and cultural diversity of our communities (**Board Policy 6H3**).

To facilitate the appointment of part-time/adjunct faculty the following procedures should be followed by departments/divisions who are requesting a new adjunct instructor:

1. Notify Campus Human Resources that a new adjunct instructor is needed and request that an adjunct pool be created if there is not one actively posted.
2. Upon request from the department/division, the campus human resources office will release the adjunct pool to the requesting department/division and provide them with the necessary access to review the electronic applications. The requestor will be provided with a confidentiality statement to be signed and returned to the College Human Resources office prior to the release of applications to the department/division.
3. The requesting department/division will review the active pool to determine any qualified applicants for interview. Paper application packets are not accepted by Human Resources.
4. Upon selection of a potential adjunct by the department/division, the Statement of Qualifications located on the portal is to be completed along with approval signatures and forwarded electronically or paper copy to the college human resources office and area administrator.
5. Upon receipt of the completed Statement of Qualifications, the campus human resources will print the completed online application packet and contact the identified candidate to complete the required pre-employment documents.
6. Campus Human Resources will send out electronically the Authorization to Start Work form to the department/division chair, area administrator, and the scheduler once the new employee has completed the pre-employment process and is released to begin the assignment.

Please contact your Campus Human Resources Office with any questions.



Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

AUTHORIZATION TO START WORK

To: Department Manager/Administrator

From: Human Resources Manager

_____ is authorized to start work in the following
(Name)

position: _____

as a (classification): _____

in the following Department: _____

as of this date: _____.

College Human Resources Manager / DATE



Bakersfield College

Cerro Coso 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

Area 2 Academic

AA/AS Degree & 6 Years Experience

MA/MS Major: _____

BA/BS Degree & 2 Years Experience

BA/BS Major: _____

Intercollegiate Coaching

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: _____

Print Form