



Solano Community College District Personnel Requisition Adjunct Faculty Positions

Section I: To be completed by Dean

Position Title: _____ **Submission Date:** _____

Hire Type: Adjunct Hire Emergency Hire
Assignment Location: Fairfield Vacaville Vallejo Other: _____

School / Division / Dept: _____

Immediate Supervisor Name: _____

In order to proceed with the recruitment of any adjunct position, a copy of the job description (JD) must be attached and forwarded with this form. Please sign the statement below indicating your understanding of this requirement.

I certify that I have attached a copy of the JD to be used with the recruitment for this position.

School Dean Signature

Date

Section II: To be Approved by Management (and obtained by Dean/Hiring Manager)

VP Signature

Date

HR Manager Signature

Date

Section III: To be completed by Human Resources

Processed by: _____

Date: _____

Posted in NEOGOV

Faculty Emergency Hiring Procedures

Solano Community College District shall use regular processes for the hiring of full- and part-time faculty.

- While the District recognizes the periodic need to invoke emergency hiring procedures, emergency hires are special cases which meet clear criteria in all instances, and especially if invoking the emergency hiring procedure to hire a full-time faculty member.
- In all cases, the hiring of part-time faculty is preferable, in absence of specific and compelling circumstances to justify an emergency, full-time hire.
- Emergency hiring procedures should not be used to enhance or grow FTES/college apportionment.
- Criteria to consider when invoking the emergency hiring procedure for full and part-time faculty include:
 - There is/are unanticipated vacancies in the schedule leaving viable sections of classes without an instructor, thereby directly affecting student success.
 - There is/are unanticipated vacancies which threaten the viability of existing program.
 - The emergency hire is deemed essential by the discipline for purposes of accreditation, including external accrediting bodies.
 - The clear need for additional faculty, including the identified courses, has been determined by the dean in consultation with discipline faculty, the division coordinator, and the Vice-President of Academic Affairs, in consultation with Human Resources.
 - There are twenty (20) or fewer days prior to the term of the identified need in which to conduct the hiring process.

If the emergency hiring procedure is to be used to hire for a full-time temporary position, additional procedures apply:

- The Superintendent-President shall notify in writing the Academic Senate President of the decision, including where and how the identified position meets or exceeds identified criteria.
- At the next meeting of the Academic Senate, the body will be notified of the emergency hire, and will be presented with the opportunity to direct its assessment of need and any recommendations for action to the Superintendent-President and the Governing Board.
- The term of service for the position shall be clearly identified.
- The District shall consider the viability of interviewing internal candidates only from the existing part-time faculty pool.
- The temporary position shall be considered as part of the College prioritization process for full-time positions, in cooperation with the Academic Senate.

If there are seven (7) or fewer days for a full-time temporary hire, OR four (4) or fewer days for a part-time hire, the following changes apply:

- The committee shall be comprised of the dean and one discipline faculty member, or, if a discipline faculty member is unavailable, then another faculty member, or, if no faculty member is available, then only the Dean.
- At least one reference will be completed within two business days after the interview.
- It is preferable to have faculty serve on the hiring committee, and the identified dean shall work with the division coordinator and the Academic Senate President to locate faculty when/if the dean is unable to identify discipline faculty able to serve on the committee.
- In all cases, faculty appointments are to be confirmed by the Senate President.

If there are between eight (8) and twenty (20) days for a full-time temporary hire, OR five (5) and twenty (20) days for a part-time hire, the following changes apply

- For full-time temporary positions, the position shall be advertised for a minimum of three (3) business days using most current job description with any required updates. Consideration will be given to the viability of interviewing internal candidates only from the existing part-time pool.
- Human Resources has three (3) business days to contact candidates selected for interviews.
- At least two references shall be completed within two business days after the interview