



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Part-time Faculty Hiring

Policy No. 6150

Legal Authority: California Education Code Sections 87002, 87003, 70902

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It is the policy of the Pasadena Area Community College District that part-time faculty hiring procedures be established to provide for a diverse faculty of highly qualified people who will be experts in their subject areas, who will be skilled in teaching and facilitating learning, who will serve the needs of a varied student population, who will foster overall college effectiveness, and who will be sensitive to racial and cultural diversity and to changes in the demographics of the student population. It is the policy of the district that part-time faculty are required to meet the same minimum qualifications as are full-time faculty. District hiring procedures are based on recognition that responsibility for selecting these well-qualified people is shared cooperatively by both faculty and college administrators, participating effectively in all appropriate phases of the hiring process. The governing board of the District has the legal authority to make the final decision to hire.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 6150**

Title: Part-time Faculty Hiring

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1. Hiring Pools for Part-time Faculty
It is the goal of the District to have an adequate pool of qualified and acceptable candidates in every discipline for part-time teaching positions. The division dean shall offer part-time employment only to candidates from these hiring pools, unless circumstances under contingency situations pertain.
 - a. Job Announcements
Human Resources will publish a list of potential part-time positions as requested by the division. If an individual job description is needed, the division dean and discipline faculty shall develop the description.
 - b. Composition of Hiring Committee
The committee consists of at least two tenured faculty from the discipline or area specialty selected at least every two years through an open democratic process within the division and the division dean or designee. Only tenured faculty shall serve on the committee, except under the following circumstances:
 - (1) The discipline is so small that not enough tenured faculty are available in the particular discipline.
 - (2) The division/discipline faculty agrees that in specific cases non-tenured third or fourth year contract faculty can serve. At the discretion of discipline faculty, tenured faculty from other disciplines/divisions may be added. The division dean or designee shall chair the committee.
 - c. Duties of the Hiring Committee
 - (1) 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 by the hiring committee or Human Resources to an Academic Senate Equivalency Committee to determine whether or not they possess equivalency for the position (see section 10 in Policy #6100).
 - (2) The committee shall determine the interview questions and the rating system for evaluating the candidates. Human Resources shall review the questions for issues of legal compliance. The committee may require a teaching demonstration.
 - (3) The Executive Director of 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 Executive Director of Human Resources determines that legal requirements have not been met, he/she shall assist the hiring committee in addressing the problem(s).
 - (4) The committee shall conduct interviews and communicate the results to the Executive Director of Human Resources. A non-voting equal employment opportunity representative shall be present.
 - (5) Each discipline's part-time hiring committee shall review its hiring pool at least once a year to determine whether the pool of candidates needs to be enlarged in an effort of avoid contingency or emergency hiring situations.

2. Contingency Situations
 - a. If a pool of qualified candidates does not exist, and if there is insufficient time (two weeks or less) to convene a regular part-time faculty hiring committee, the division dean must include at least two tenured faculty members in the selection and interview process.
 - (1) Even in contingency situations, two faculty members from the relevant discipline or area specialty should be included in the selection and interview process whenever possible.
 - b. If circumstances do not permit the inclusion of discipline faculty in the contingency hiring of part-time instructors, the division dean must notify the Executive Director of Human Resources and the President of the Academic Senate. The President of the Academic Senate may appoint other faculty outside the division to take part in the interview process.
 - c. A selection under a contingency situation is valid for one semester only. The performance of any part-time faculty hired under a contingency situation shall be reviewed by the part-time hiring committee selected by members of that discipline, convened by the dean, prior to continued employment of said faculty.
 - (1) Temporary full-time one-year positions cannot be filled in contingency situations. Temporary full-time positions can only be filled by candidates who have gone through the Faculty hiring process described in Policy #6100.