

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.05110 DR

EMPLOYMENT OF TEMPORARY AND PART TIME FACULTY

3.05110 DR

Reference:	3.05010 BP,DR,DP	Equal Opportunity/Affirmative Action
	3.05060 BP	Recruitment of Employees
	6.15020 DR	Qualifications for Teaching Courses
	3.05040 DR,DP	Placement of Faculty in Disciplines

To implement the board policy the following set of procedures will prevail:

I. Recruitment and Screening

A. Personnel Requests

The appropriate administrator, after consultation with the person in charge of community education or division chairperson to assess need, will submit a notice of personnel request form to the district personnel office so that appropriate internal and external advertising may occur. Division chairpersons will be notified of anticipated vacancies in their divisions.

B. External Advertising

1. The appropriate administrator will submit to the district personnel office the narrative material for newspaper, journal, etc., advertisements.
2. The appropriate administrator will also submit the names and addresses of all newspapers, journals, etc., in which he/she wishes to have advertisements placed.

C. Screening of Applicant Files

1. The administrators or her/his designee and the campus division chairperson should examine applicants for part-time academic positions that are on file in the district personnel office. All affirmative action procedures will be adhered to.

II. Selection of Part-Time and/or Temporary Personnel

- A. The college president will recommend temporary and part-time faculty for employment after consultation with the appropriate dean and the division chairperson. These faculty members will meet the same minimum qualifications for teaching in a discipline as full time faculty. Exceptions may be granted for specific academic positions by the chancellor provided the lowered minimum qualifications are filed with the personnel office and are in effect district wide. Personnel who do not meet minimum qualifications but who have been previously employed by the district must have begun a program to meet requirements by the summer of 1981 and have completed minimum qualifications by September 1983.

- B. Employment of temporary and part-time academic personnel will be in accordance with the district affirmative action plan.

Approved: Chancellor
August 12, 1975

Revised: May 5, 1981
(Editorial Corrections 7/11/06)