

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: P 1.0
Procedure Title: Recruitment and Selection of Adjunct Faculty
Relevant Board Policy:
Originating Unit: Vice President of Academic Affairs
Maintenance Unit: Vice President of College Services

I. Purpose: The selection of faculty members is one of the most important tasks performed at the College, and the quality of faculty is often used to gauge an institution. This procedure outlines the steps for hiring adjunct instructional faculty (credit or non-credit), librarian, and counseling assignments. The recruitment and application process is centralized through the Alamo Colleges Human Resources department.

II. Procedure Statement:

- A. The recruitment and selection process for adjunct faculty is a coordinated effort between the hiring department, the applicable dean, the Vice President of Academic Affairs (VPAA) and Alamo Colleges Human Resources department
- B. All processing of adjunct faculty hires will be done through the Alamo Colleges PeopleLink system.
 - 1. The Chair of the academic department creates an “open pool” requisition in Peoplelink.
 - 2. Candidates apply for this position through PeopleLink on an ongoing basis. Any walk-in candidates are directed by the Chair to apply online. They are asked to do the following in that regard:
 - a. Complete the application form.
 - b. Upload all college transcripts (may be unofficial).
 - c. Upload resume.
 - d. Upload any special certificates.
 - 3. Chair checks the requisition periodically to peruse candidate applications. The requisition always remains open.
 - 4. Once interested in a candidate, the Chair arranges an interview. The candidate must bring sealed, hard-copy OFFICIAL transcripts at this time. The process cannot move forward without an official paper transcript from the candidate. That transcript physically then travels point to point along the personnel requisition (RXQ) approval path.

5. If the department chair would like the candidate to be approved as an adjunct faculty member, the following occurs:
 - a. Chair completes the 3 reference check forms and uploads them into the “administrative area” of the RXQ in Peoplelink.
 - b. Chair completes and uploads transcript evaluation form(*) to the “administrative area” of the RXQ in Peoplelink.

(*)When the Transcript Evaluation Form is uploaded, it may have with it a Statement of Exception (SOE) or (in cases where the degree major is not the same as the prospective teaching discipline) a Graduate Hours in Teaching Area Form.

- c. Chair sends the RXQ to the appropriate Dean or VPAA by using the drop-down menu in Peoplelink. At the same time, the Chair sends the official paper transcript to the Dean or VPAA. In some cases, the RXQ will begin with a Dean rather than a Chair (e.g. with CCE instructors).
 - i. The Transcript Evaluation Form must be completed and uploaded to the “administrative area” before the RXQ can be forwarded to the next step in the process.
 - ii. If the Dean approves, he/she forwards the RXQ to the VPAA using the drop down menu in PeopleLink, and forwards the official paper transcript to the VPAA.
 - iii. If the VPAA approves, he/she sends the RXQ to the President of the College using the PeopleLink drop-down menu, and forwards the official paper transcripts to the campus HR generalist.
 - iv. If the College President approves, he/she forwards the RXQ to HR.

If the candidate is not approved at any level, the RXQ is returned to the requesting department.

6. Once HR receives the RXQ from the College President, an email is sent to the candidate, asking him/her to complete the attached Criminal Background Check form. An email also goes to the Chair and the college’s HR generalist to let them know that the RXQ is now at HR.
7. Once the applicant gets the Criminal Background Check form back to HR (via fax, email, or walk-in), HR runs the check. (This takes at least 2 days.)
8. If the Criminal Background Check is acceptable, HR contacts the candidate and asks him/her to visit the HR office at Sheridan in person to complete the remaining necessary forms.
9. Once completed, HR sends a final email to the candidate, to the HR generalist at the college, and to the Chair, indicating that the candidate is ready to teach according to the department’s needs.

C. Summary of Forms Necessary for a Complete Adjunct Application:

1. Uploaded by Candidate:

Application
Resume
Unofficial transcripts of all college work

2. Delivered in-person by candidate:

Official, sealed paper transcripts of all college work.

3. Uploaded by Chair:

3 reference check forms.

4. Uploaded by Chair/Dean:

Transcript Evaluation Form (and, if necessary, a SOE or a Graduate Hours in Teaching Area form).

5. Reviewed by HR:

Criminal background check
Official transcript
All other required hiring forms

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Approved: Ana M. Guzman
President