

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: P 2.0
Procedure Title: Temporary Full-Time Faculty Hiring
Relevant Board Policy: [D 2.2 Hiring Practices](#)
[D 2.3 Qualifications](#)
Originating Unit: Dean of Arts & Sciences
Maintenance Unit: Vice President of Academic Success

I. Purpose: To establish guidelines for the hiring of temporary full-time faculty positions.

II. Procedures Statement:

A. The necessity for hiring a temporary full-time faculty member is contingent upon the following:

1. Based upon available adjunct faculty coverage, the department Chairperson has determined the need for a full-time temporary faculty member and the appropriate teaching load for a full-time temporary position has been created.
2. The college budget will support the hiring of a full-time temporary instructor, to include benefits.
3. The Chairperson has received permission from his/her Dean to proceed with the hiring process.

B. The process for hiring a temporary full-time instructor is as follows:

1. Department Chairperson in consultation with faculty within the discipline/department selects a candidate for a temporary full-time position.
2. The Chairperson discusses the proposed candidate with his/her Dean. The Dean interviews the candidate if he/she feels this is warranted. This is recommended if the candidate is relatively new to the college.
3. If the Dean approves the recommended candidate, the Dean prepares the *Faculty/Administrative Employee Recommendation* form and forwards this to the VPAS. (See form below)

4. The VPAS reviews the form and consults with the Dean, and if warranted interviews the candidate.
5. If the VPAS approves the recommendation, the form, with the VPAS's signature, is forwarded to the President for final review and possible approval. The President may meet with the VPAS, Dean, and/or the Chairperson to discuss the proposed candidate, and may also decide to interview the candidate.
6. The President makes the final hiring decision for this recommendation.

Issued: February 10, 2004

Approved: (signed: Ana M. Guzman)
President

Edited: November 11, 2010

Evening/Weekend Office

Revised: July 11, 2017

Approved: (signed: Mike R. Flores)
President



FACULTY/ADMINISTRATIVE EMPLOYMENT RECOMMENDATION

CAMPUS: Palo Alto College

TO: Dr. Bruce H. Leslie
Chancellor

FROM: Dr. Mike Flores
President

DATE:

SUBJECT: Faculty/Administrative Employment Recommendation for Spring 2017

It is recommended that VIN# be elected to the position of in the Department of at Palo Alto College for the period of 4.5 months, beginning and ending . The recommended salary is \$ for the period mentioned.

Full-Time: X or Part-Time: . If part-time, indicate load and base salary. \$.

Salary to be charged to Account Number:

Degree: Class: Rank or Title: Full-Time Temp.
No. of yrs. Credit: prior teaching exp. Tenure:
prior professional exp. Level:
with the District
Total:

Remarks: Salary based on full-time temporary faculty pay ranges effective 9-1-16. Total workload hours: TBD.

Dean

Date

Vice President of Academic Success

Date

President

Date

Approved by:

Chancellor

Date