

**SECTION X**  
**PART-TIME FACULTY**  
**EMPLOYMENT POLICY**  
**AND HIRING**  
**PROCEDURES**

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**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
PART-TIME FACULTY  
EMPLOYMENT POLICY AND HIRING PROCEDURES**

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The Foothill-De Anza Community College District seeks a qualified and diverse faculty and staff dedicated to student success. The District is committed to an open and inclusive hiring process that seeks diversity and provides equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

Part-time faculty are essential to the teaching and learning process at Foothill-De Anza.

Further, part-time faculty are frequently the applicants for contract positions in the District. It is critical to focus efforts toward the hiring of part-time faculty where equal opportunity is no less important an issue to consider. The part-time faculty hiring procedures are designed to create pools of qualified applicants who will contribute to educational excellence and student success.

Efforts aimed at recruiting and hiring part-time faculty must be similar to if not the same as that put forth when the opportunity arises to hire a contract faculty member.

Division and department members are encouraged to participate in the recruitment and hiring of a qualified and diverse part-time faculty.

Recruitment

Each division/department will identify subject areas for which additional part-time faculty may be needed. The division will forward a list of part-time teaching opportunities for new hires to Employment Services.

When no qualified pool exists, Employment Services will advertise for part-time faculty positions to provide equal opportunities to a wide range of qualified applicants. Employment Services will review the composition of part-time faculty pools to ensure that any failure to obtain broad representation is not due to discriminatory recruitment procedures.

Applicants who contact the division/department directly should be referred to Employment Services to complete the Hiring Process or mailed an application form by the Division. All application materials are returned to Employment Services  
Position Announcement

Upon notification by the Division/Department, Employment Services will develop a position announcement for each pool. Each position will require:

- a. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and

b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program in accordance with the Foothill-De Anza Community College District policy on Minimum Qualifications, Equivalency, and Local Qualifications approved by the Board of Trustees on June 18, 1990.

The days and hours of available assignments will be listed when known.

### Application/Selection Process

- All applicants must complete a District Part-Time Faculty application form, and submit a resume and transcripts. Unofficial transcripts are accepted for purposes of review.
- Employment Services will forward all online applications to the division/department when requested. When there is a need at both colleges, online applications will be forwarded to each college. Employment Services will monitor the applicant pool by discipline on a quarterly basis to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures.
- The Division Dean or designee and at least one full-time tenured or tenure-track faculty member will screen and review all applications giving full consideration to the special needs of the division/department/program and the student population to be served.
- The faculty member should be from the appropriate discipline whenever possible. The Dean and the faculty member shall have received training in equal opportunity employment before beginning the hiring process. The Division Dean or designee and the faculty member will interview the qualified applicants who meet the needs of the division/department/program and the needs of a diverse student population.
- Each applicant interviewed must submit evidence of qualifications.
- Each applicant interviewed should be required to demonstrate teaching, counseling, or librarianship skills. The demonstration should reflect the candidate's ability to meet the needs of a diverse student population.
- Candidates seeking equivalency will be forwarded to the appropriate Equivalency Committee for action. Candidates who are deemed to possess equivalent qualifications will be included in the part-time faculty pool.
- Candidates selected for part-time faculty positions will be mailed a "Notification and Acceptance of Assignment" letter.
- Candidates not immediately selected to teach, will be entered into a part-time faculty candidate database for use by each college. Applications remain on file for two (2) years.

### Emergency Hires

In the case of an unexpected need at the start of a quarter when there are no qualified

candidates, a Division Dean or designee may search outside of the pool to fill a class for one (1) quarter only. Such selections must meet the minimum qualifications or equivalent as outlined in District policy. Candidates must be interviewed by the Division Dean or designee and whenever possible a tenured or tenure-track faculty member in the discipline.

Part-time faculty hired through this emergency process must complete an application form and provide a resume and copies of transcripts prior to the first day of class.

Unofficial transcripts will be accepted until official transcripts are received.  
Emergency Hire candidates must reapply in order to be hired for subsequent quarters of teaching.