



Administrative Regulation
Chapter 7 – Human Resources

AR 7212 TEMPORARY FACULTY

Procedure for Hiring Temporary Faculty

1. Position Identification

To the extent possible, each department shall draft a tentative annual schedule of course offerings projecting summer, fall, winter and spring terms. A staffing proposal for these sessions will be projected to identify areas that may need to be filled with temporary assignments.

2. Establishment of Candidate Pool

Position announcements will be prepared semiannually or as requested by the departments pursuant to the temporary faculty needs analysis and consistent with the District's Equal Employment Opportunity Plan.

A. Search Procedures

All applications for temporary employment are accepted on an ongoing basis. Applications shall be accepted and maintained online by the Office of Human Resources. Every effort will be made to recruit broadly so as to attract a diverse candidate pool. All applications will be received and entered into the application tracking system by the Office of Human Resources.

B. Selection Process

During each academic year, the department chair/faculty leader shall convene a selection committee to identify a pool of candidates qualified to be hired and to screen and interview potential temporary faculty.

The selection committee will consist of at least: the department chair/faculty leader or designee, who will chair the committee; a probationary/tenured faculty member, preferably from the subject area or program area; and an Equal Employment Opportunity representative. Any retired SMC faculty member employed, by the District as a temporary faculty may request to serve on the selection committee. The chair may choose to include on the committee other people with expertise in the subject area. Only the Equal Opportunity representative will be non-voting.

Prior to selecting an applicant, the committee determines if the applicant meets minimum qualifications (as determined by the CCC Board of Governors) or the equivalent. (Refer to [AR ~~3231~~ 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies](#) for equivalency guidelines.) After a candidate is selected, the application and supporting documentation is forwarded to the appropriate Vice-President or designee or approval.

All applicants must have an online application on file with the District before they are formally offered a temporary position.

The selection committee chair may choose to eliminate the interview step in the case of a candidate who has previously taught in the department, received only "Satisfactory" evaluations, and left the District for his/her own reasons. If that person desires to be considered for a future appointment, he/she may be required to submit an updated application.

In an emergency situation, when the applicant pool has been exhausted and consequently the full process cannot be completed before the assignment is to begin, an interview will be conducted by the selection committee chair, the Equal Employment Opportunity representative and, when possible, one other member of the selection committee.

The assignment for hourly temporary faculty will not exceed 67 percent of the assignment for a full-time faculty member. This policy does not apply to the hiring of long-term substitutes.

Persons chosen for hourly faculty positions will be recommended to the Board of Trustees at the salary rate determined by the appropriate adopted hourly salary schedule.

C. Equal Opportunity Employment Provisions

The Equal Employment Opportunity representative, in cooperation with the selection committee chair, shall ensure that the screening process is conducted in a manner consistent with the District's commitment and regulations relating to equal employment opportunity. In order to serve as an Equal Opportunity Employment representative, the faculty member must complete the training program presented by the Office of Human Resources. The committee shall be composed of diverse membership in compliance with the District's equal opportunity plan.

Also see BP/AR 3410 Nondiscrimination, BP/AR 3420 Equal Employment Opportunity, BP/AR 7120 Recruitment and Selection, and BP/AR 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies.

References:

Education Code Sections 87481, 87482, 87482.5, and 87482.8

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