

ESTABLISHMENT AND MAINTENANCE OF TEMPORARY POOL	3064
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Employment of Temporary Faculty

The Board of Trustees of the San Luis Obispo County Community College District recognizes the value of qualified temporary faculty who provide flexibility, diversity, and currency in course offerings. In keeping with the intent of AB 1725, the Board reaffirms its commitment to the consolidation of temporary positions into new, regular faculty positions whenever possible in order to maintain a core of regular faculty.

Overview of Purpose and Procedures

This policy concerns Level Three assignments as specified in the current collective bargaining agreement (Section 5.12.4.3). Since all such assignments are to be made from a placement pool (Section 5.12.4.3.1-5.12.6.2), this policy covers the procedures to be used in formation of that pool as well as an Emergency Procedure to be followed when specific circumstances prevent the use of such a pool. Given that the collective bargaining agreement governs the inclusion of current and former Cuesta College faculty in the temporary faculty placement pool, this policy's primary focus is the selection of new personnel for possible assignment to provide teaching and other services at Cuesta College. Inclusion in the placement pool does not constitute a promise, or even a likelihood, of employment.

Definitions consistent with the collective bargaining agreement:

- "Regular faculty member" refers to either tenured or contract (probationary) faculty.
- "Temporary faculty member" refers to faculty employed for up to 60% of a full-time equivalent faculty assignment in accordance with Education Code Section 87482.5.
- "New faculty" are those individuals seeking placement in the temporary faculty pool as described in Section 5.12.4.3.1-5.12.4.3.1.6 of the collective bargaining agreement.
- "A new opening" is a potential Level Three Faculty Assignment as described in Section 5.12.4.3 of the collective bargaining agreement.

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Rules and Procedures

A. Time lines and Procedures

In all areas where a new opening, or openings, seem likely, a placement pool will be created. The placement pool process shall be initiated whenever possible during a regular academic semester (Fall or Spring). The pool is effective for a maximum of two academic years following the time of its formation. Two Summer Sessions may be included under a given placement pool. The Division Chair/Director and the Dean/Vice President, in consultation with the regular faculty in the subject area, and after reviewing the program staffing requirements for the following academic year, will initiate the procedure for establishing a placement pool by constituting the Selection Committee.

B. Selection Committee

1. Composition of Selection Committee

The Selection Committee shall consist of two regular faculty members (both in the subject or service area if possible), one of whom may be the Division Chair or designee or the Director's designee, and an affirmative action representative. Other members may be added as determined by the Selection Committee in consultation with the division or service area regular faculty. The Dean or his/her designee may join the committee as deemed necessary by the District. Temporary faculty may be added if so agreed to by the regular faculty of the

division or service area. The Chair of the Selection Committee will be the Division Chair, or Director, or designee, who will select the faculty members of the committee.

2. Duties of Selection Committee

The Selection Committee shall:

- a. Develop desired academic and professional qualifications, which are at least the state minimum qualifications.
- b. Develop an advertising strategy, including qualifications and restrictions, and provide recommendations to the Human Resources Department.
- c. Develop criteria upon which to base the selection of candidates for interviews, including but not limited to the following: subject or service area knowledge and competency; teaching and communication skills; commitment to professional growth; potential for overall college effectiveness; and sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the district's students.
- d. Develop interview questions, which reflect the requirements of the position as well as the desired qualifications as specified in the job announcement.
- e. Review each applicant's materials and, based upon the established criteria, determine the best-qualified applicants to be interviewed.
- f. Interview qualified applicants.
- g. When appropriate, provide applicants selected for interviews an orientation to the campus and the opportunity to visit the division or the service area to meet faculty and staff.
- h. Select candidate(s) to be included in the pool and notify Human Resources Office which candidates have been selected.

C. Academic Qualifications of Applicants

All faculty, assigned to teach courses which generate FTES, or to provide other service to the college, must meet the relevant state minimum academic and District qualifications or their equivalent.

D. Advertising of Position

The Office of Human Resources in consultation with the Dean or Vice President of Instruction, using the Selection Committee's draft, will create and place the written advertisement for the potential temporary vacancy. Job announcements will be distributed on campus to notify regular and temporary faculty of potentially available positions. All regular and temporary faculty who submit a written request to Human Resources will be mailed a job announcement.

E. Composition of Applicant Pool

The applicant pool will be composed of interested regular faculty, retired faculty, and temporary faculty pursuant to the collective bargaining agreement, Sections 5.12.4.3.1.1 through 5.12.4.3.1.5, and other eligible and interested candidates who have not been employed by the District in one of the four preceding semesters.

F. Interview Procedure

1. Interviews for new applicants not currently employed by the District shall be conducted by the Selection Committee. Interviews for teaching positions will include a teaching demonstration. The interview may be waived for the following categories: applicants approved for previous placement pools, but not currently employed; regular, retired, and temporary faculty already employed by the district.
 2. Using standard procedures and forms, the Chair of the Selection Committee, or the Chair's designee, will conduct reference checks on the finalist(s).
- G. Inclusion of Candidates in the Placement Pool
1. The Selection Committee will forward in writing to the appropriate Dean or Vice President for review, and inclusion in the placement pool: (a) the name of the selected candidate(s) who have not been employed by the District during the last four semesters; and (b) specific subject areas for which the candidate(s) is/are approved for teaching or other academic services.
 2. All candidates in the placement pool will be informed in writing of their inclusion in the pool and of the specific subject areas for which they are approved to teach or to provide academic services. Candidates not chosen will also be notified in writing of their status.
- H. Assignment of Candidates from the Placement Pool
- Candidates in the placement pool may be assigned by the appropriate Dean or Vice President to teach classes, or to provide other services after consultation with the Division Chair or Director, consistent with the procedures and criteria described in Section 5.12.3 and 5.12.6 of the collective bargaining agreement.

Emergency Procedures

- A. Determination of an Emergency
- An assignment emergency exists when:
1. The Dean, or designee, in consultation with the Division Chair or Director, determines that no suitable candidates are available from the established temporary faculty placement pool and that there is not sufficient time to establish a new placement pool according to the procedures described above.
 2. Insufficient regular faculty are available to constitute a selection committee.
- B. Applicant Selection
1. Applicants will be required to provide (a) a Cuesta College job application; (b) a resume; 8 copies of transcripts; and, if possible, (d) two letters of recommendation.
 2. The Selection Committee will include the Dean or designee, and the Division Chair/Director or designee. Whenever possible, a minimum of one regular faculty member in the same or closely-related discipline or service area will also be included in the selection committee. A temporary faculty member may be included on the committee if agreed to by the Division Chair, Director, or designee.
 3. The Selection Committee will review the applications and determine whom to interview, and interview procedures, following as closely as possible the procedures outlined in B.2. To be considered, all applicants must meet the minimum academic qualifications. Interviews will be conducted by the emergency Selection Committee. Interviews for teaching positions will include a teaching demonstration whenever possible. The teaching demonstration may be

waived for regular, retired, and temporary faculty.

4. Using standard procedures, reference checks on the candidate will be conducted by the Chair of the Selection Committee or the Chair's designee, even if this is done after the candidate has begun the assignment.
5. The Selection Committee will recommend a candidate to the appropriate Vice President for review and approval. The name of the candidate will be forwarded to the President and Board of Trustees for final approval.
6. The emergency assignment procedure can only be used to assign individual faculty members during the term of the emergency. The emergency procedure cannot be used in lieu of establishing a bona fide temporary faculty pool.

(Revised: 11/13/79, 7/3/91, 4/1/98, 12/8/99)