

#### 4.3.2P Emergency Hiring Mark-Up from November 17, 2021

### CLEAN:

#### VIII. Emergency Hiring

1. Emergency hiring may occur when the Adjunct Pool is unable to provide qualified faculty to teach additional sections of a course and/or fill a vacancy that appears before the beginning of a semester, or there is not sufficient time for a regular recruitment to be completed. Prior to commencing emergency hiring, the Academic Affairs or Student Services Supervising Administrator, in consultation with the appropriate Vice President(s), shall notify the President of the Academic Senate of the reasons why the situation is one that could not be avoided.
2. Department Chairs and/or Supervising Administrators are responsible for initiating an Emergency Hire Request Form. The Vice President of Academic Affairs and the Academic Senate President must give written approval prior to any offers of assignments being confirmed.
3. Candidates for emergency hire assignments must meet minimum qualifications (or equivalent). All applicants must submit required paperwork for adjunct faculty. Department Chairs and/or supervising administrators are encouraged to review any new adjunct faculty applications already on file in Human Resources prior to selecting a candidate to be recommended for an emergency hire assignment.
4. When an emergency hire is necessary, and the department chair or designee is not available or is unable to interview candidates, the Cluster Dean and/or a Dean of Instruction in Petaluma for a Petaluma class, will ensure faculty participation and may interview and hire an adjunct instructor on an emergency basis.
5. All faculty hired on an emergency basis must be evaluated by the end of the semester of hire and have a department interview before being offered employment in any subsequent semester.

### MARK-UP:

#### VIII. Emergency Hiring

1. Emergency hiring may occur ~~only under special circumstances~~ when the Adjunct Pool is unable to provide qualified faculty to teach additional sections of a course and/or fill a vacancy that appears ~~shortly~~ before the beginning of a semester, or there is not sufficient time for a regular recruitment to be completed. Prior to commencing emergency hiring ~~under special circumstances~~, the Academic Affairs or Student Services Supervising Administrator, in consultation with the appropriate Vice President(s), shall notify the President of the Academic Senate of the reasons why the situation is one that could not be avoided.

#### 4.3.2P Emergency Hiring Mark-Up from November 17, 2021

2. Department Chairs and/or Supervising Administrators are responsible for initiating an Emergency Hire Request Form. The Vice President of Academic Affairs and the Academic Senate President must give written approval prior to any offers of assignments being confirmed.
3. Candidates for emergency hire assignments must meet minimum qualifications (or equivalent). All applicants must submit ~~the same~~ required paperwork for ~~as any adjunct~~ faculty-candidate. Department Chairs and/or supervising administrators are encouraged to review any new adjunct faculty applications already on file in Human Resources prior to selecting a candidate to be recommended for an emergency hire assignment.
4. ~~In the event that~~ When an emergency hire is necessary ~~to avoid cancelling a class,~~ and the department chair or designee is not available or is unable to interview candidates, the Cluster Dean and/or a Dean of Instruction in Petaluma for a Petaluma class, will ensure faculty participation and may interview and hire an adjunct instructor on an emergency basis.
5. All faculty hired on an emergency basis must be evaluated by the end of the semester of hire and have a department interview before being offered employment in any subsequent semester.