

## Section VII: Associate Pool & Section II: Timeline

### Section VII: Associate Pool

#### CLEAN:

#### (VII. Associate Pool)

*\*There is intentionally no text here. It is proposed that Section VII be omitted from the procedure. The existing text was edited and moved to Section II. Timeline per the notes in the markup below.*

#### MARKUP:

**VII. ~~Adjunct~~ Associate Pool (It is proposed to remove this section and move the language to II. Timeline (below). This marked up section shows the edits to VII. Associate Pool suggested before the language was moved to II. Timeline (below).)**

- A. Each department and/or program shall establish and maintain, through a recruitment and selection process, a pool of qualified applicants sufficient to cover anticipated needs for hiring substitutes or new ~~adjunct~~ associate faculty ~~at the beginning of a~~ each semester. *Moved to II.D.2)*
- B. Applicants can apply to be placed in the Associate Pool at any time. (moved to II.D.3)
- ~~C. An Adjunct Pool is composed of those adjunct faculty currently working, those who have completed an assignment within the past four years, those who have been qualified to receive an assignment within the past two years but have not been given a work assignment, and those whose eligibility for an assignment has been extended beyond the initial two year period for an additional two years without reapplication, at the discretion of the department chair and with the consent of the pool member.~~
- ~~D. Adjunct Pools shall be opened annually.~~
- E. ~~It is strongly encouraged that departments maintain adequate pools of qualified candidate that it is not necessary to resort to an Emergency Hire, except on a very rare occasion.~~

*Rationale for above edits: Remove C because members of the Associate Pool are defined by the contract and this is not part of the hiring process. Remove D because we added as B to make the language more specific and match current practice. Remove original E because it is addressed by the edits to the approved Emergency Hire section already.*

*\*\*VII. A and B are moved to II.D.2 and 3 below.*

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**Section II: Timeline--scroll to next page**

## Section II: Timeline

### CLEAN:

#### II. Timeline

- A. All phases of the faculty hiring process shall be conducted in a timely manner to best ensure the hiring of the most qualified candidates.
  - 1. At the start of the faculty hiring process, Human Resources and the Screening and Interviewing Committee will establish a timeline to ensure all phases of the hiring process will be completed in an expeditious manner.
- B. The Superintendent/President, in response to recommendations from the Faculty Staffing Advisory Committee, shall identify the positions that will be recruited for an academic year. To ensure that interviews and final hiring decisions are, whenever reasonably possible, made during the regular academic year, approval to fill open positions should occur during the fall semester.
- C. Any campus transfer requests shall be considered from among eligible contract faculty before job announcements are posted.
- D. Associate Pool
  - 1. Departments shall annually review their need to recruit, interview, and hire additional part-time associate faculty members, and Human Resources shall initiate recruitment for associate faculty members accordingly.
  - 2. Each department shall establish and maintain, through a recruitment and selection process, a pool(s) of qualified applicants sufficient to cover anticipated needs for hiring substitutes or new associate faculty.
  - 3. Applicants can apply to be placed in the Associate Pool at any time.

### MARKUP:

#### III. Timeline

- A. All phases of the faculty hiring process shall be conducted in a timely manner to best ensure the hiring of the most qualified candidates.
  - 1. At the start of the faculty hiring process, Human Resources and the ~~hiring~~ Screening and Interviewing Committee will establish a timeline to ensure all phases of the hiring process will be completed in an expeditious manner.
- B. The Superintendent/President, in response to recommendations from the Faculty Staffing Advisory Committee, shall identify the positions that will be recruited for an academic year. To ensure that interviews and final hiring decisions are, whenever reasonably possible, made during the regular academic year, approval to fill open positions should occur during the fall semester.
- C. Any campus transfer requests shall be considered from among eligible regular faculty before job announcements are posted.

D. Associate Pool (moved from VII)

1. Departments shall annually review their need to recruit, interview, and hire additional part-time associate faculty members, and Human Resources shall initiate recruitment for ~~part-time~~ associate faculty members accordingly.
2. Each department ~~and/or program~~ shall establish and maintain, through a recruitment and selection process, a pool(s) of qualified applicants sufficient to cover anticipated needs for hiring substitutes or new ~~adjunct~~ associate faculty ~~at the beginning of a each semester.~~
3. Applicants can apply to be placed in the Associate Pool at any time.