

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: P 2.0
Procedure Title: Temporary Full-Time Faculty
Hiring Relevant Board Policy: [D 2.2 Hiring Practices](#)
[D 2.3 Qualifications](#)
[D.2.5.1 Hiring Authority, Status, Assignments and Duties](#)
Relevant SACSCOC Policy:
Originating Unit: Deans of Academic Success
Maintenance Unit: Vice President of Academic Success

- I. Purpose: To establish guidelines for the hiring of temporary full-time faculty.
- II. Procedures Statement:
 - A. The necessity for hiring a temporary full-time faculty member is contingent upon the following:
 1. Based upon available adjunct faculty coverage, the department chairperson has determined the need for a full-time temporary faculty member is unavoidable and the appropriate teaching load for a full-time temporary position has been created.
 2. The college budget will support the hiring of a full-time temporary instructor, to include benefits.
 3. The chairperson has received permission from his/her dean to proceed with the hiring and approval from the vice president of academic success and the college president.
 - B. The process for hiring a temporary full-time instructor is as follows:
 1. Department chairperson in consultation with faculty within the discipline/department selects a candidate for a temporary full-time position.
 2. The chairperson discusses the proposed candidate with his/her dean. The dean interviews the candidate if he/she feels this is warranted (highly recommended if the candidate is new to the college).

3. If the dean approves the recommended candidate, the dean's Administrative Services Specialist prepares the *Faculty/Administrative Employee Recommendation* form and forwards this to the VPAS. (See form below)
4. The VPAS reviews the form and consults with the dean, and if warranted interviews the candidate.
5. If the VPAS approves the recommendation, the form is forwarded to the VPCS for budget review and then to the president for final review and possible approval. The president may meet with the VPAS, dean, and/or the chairperson to discuss the proposed candidate, and may also decide to interview the candidate.
6. The president makes the final hiring decision for this recommendation.

Attachment:

Faculty/Administrative Employment Recommendation

Date Created: February 10, 2004

Date Edited: September 3, 2020

Date Updated/Approved: January 5, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President



FACULTY/ADMINISTRATIVE EMPLOYMENT RECOMMENDATION

CAMPUS: Palo Alto College

TO: Dr. R. Michael Flores
Chancellor

FROM: Dr. Robert Garza
President

DATE: _____

SUBJECT: Faculty/Administrative Employment Recommendation for Academic Year 2020-2021

It is recommended that _____ Banner ID: _____ be elected to the position of _____ in the Department of _____ at Palo Alto College for the period of 4.5 months, beginning _____ and ending _____. The recommended salary is \$_____ for the period mentioned.

Full-Time: X or Part-Time: ____ . If part-time, indicate load and base salary. \$_____. Salary to be charged to Account Number: _____

Degree: _____ Class: _____ Rank or Title: Full-Time Temp.

No. of yrs. Credit: _____ prior teaching exp. _____ Tenure: _____
prior professional exp. _____ Level: _____
with the District _____
Total: _____

Remarks: Salary based on full-time temporary faculty pay ranges effective January 1, 2020. Scheduled to teach 15hrs.

Approved by:

Dean of Academic Success

Date

Vice President of Academic Success

Date

President

Date

Chancellor

Date