RECRUITING AND APPOINTMENT OF PART-TIME TEMPORARY FACULTY  
FAM 642.76

Policy:

Based on recommendations from the department/school, the College Dean shall approve all part-time temporary faculty appointments.

Part-time temporary faculty shall be considered appointed only after the College Dean has extended a written offer. The official offer shall include the beginning and ending dates of appointment, classification, timebase, salary, rank and status, department/school or equivalent unit, and other conditions of employment.

Advertising the Position:

Whenever necessary, departments/schools shall advertise expected openings. As a first step in advertising the positions, the department/school or equivalent unit shall normally develop vacancy announcements. Such announcements shall be approved by the College Dean and the Affirmative Action Officer before they are disseminated. The vacancy announcement should include minimum qualifications (these should relate to job requirements), salary range, and the following statement: “California State University, San Bernardino is an Equal Opportunity Affirmative Action, Section 504, Title IX Employer.”

Announcements should be distributed to colleges and universities within a reasonable commuting area (approximately 100 miles).

Recruiting Process:

The recruiting of part-time temporary faculty shall be the responsibility of the department chair/school director.

Upon receipt of a letter of application that will be considered within the general pool of applicants, a dossier should be established and the candidate should be sent:

a) Biographical Statement

b) AA Statistical Data Form (AA-1)
In addition, the candidate should be asked to submit three (3) letters of recommendation from individuals qualified to comment; student evaluations of teaching, if available; and official transcripts of both undergraduate and graduate studies.

Each department/school shall elect a Department/School Recruiting Committee of at least three (3) tenured faculty for the purpose of reviewing applicant files. In the event a department does not have three (3) tenured members, it may elect additional tenured members from closely related fields. The recruiting committee shall elect a chair.

Following an initial screening of applicant letters, normally the responsibility of the appropriate Department Chair/School Director, a "pool" of candidates is established. "Pool" is defined as those applicants who:

a) Meet the position requirements.
b) Have submitted all required academic transcripts.
c) Have submitted the required letters of recommendation.
d) Have submitted a completed Biographical Statement.

Prior to the evaluation of qualified candidates, the "pool" breakdown must be presented to the College Dean for approval. This breakdown should be in memo form and contain the following:

a) Number of persons in the "pool"
b) Number of females
c) Number of minorities

Recruiting Committee evaluation of "pool" candidates is based upon: at least three letters of recommendation from individuals qualified to comment; student evaluations of teaching, if available; undergraduate and graduate transcripts; the candidate's biographical statements; and a personal interview. Additional telephone confirmation of the applicant's qualifications is normally sought. For all initial appointments the Department Chair/School Director shall arrange for an on-campus interview with recruiting committee.

Following evaluation of recruiting documents, the Department/School Recruiting Committee shall make a recommendation approved by a simple majority of the committee to the Department Chair/School Director. Applicants who are approved by the Department/School Recruiting Committee shall constitute a "list" of available part-time temporary faculty.

Appointment Process:

Whenever there is a need to appoint a part-time temporary faculty, the Chair/Director shall select an appropriate candidate from the "list" of approved applicants, prepare
appointment documents, and forward a recommendation for appointment to the College Dean for approval.

**Period of Appointment:**

Part-time temporary appointments may be for periods of a quarter, two (2) quarters, or one (1) year. Following three quarters of consecutive employment within an academic year, a part-time temporary faculty offered appointment to a similar assignment in the same department or equivalent unit shall receive a one (1) year appointment. In those instances in which an appointment is made for more than a quarter, such appointment will not be construed to alter the conditional nature of the appointment as described below. An appointment of part-time temporary faculty is on a conditional basis due to budgetary or enrollment considerations. If a class is cancelled, the part-time temporary faculty shall be paid for class hours taught. Classes may be cancelled any time prior to the third class meeting.

**Range and Step of Appointment:**

The initial range and step of appointment shall be the one advertised in the position announcement. Upon completion of 36 WTUs in the same department or equivalent unit, and if funds are available, part-time temporary faculty should be given a step increase within range if reappointed. Movement from one range to another is possible following an evaluation for such purpose.

**Requirements for Appointment:**

The following are requirements for appointment:

1. The candidate must possess appropriate qualifications to teach specified courses.

2. Recruiting effort followed Affirmative Action guidelines.

3. All required materials are included in the file.

4. The appointment document is completed.

**Composition of Files:**

A candidate's file should include the following:

1. Biographical statement and vita. (These materials can be no more than three (3) years old.)

2. Official transcripts of both undergraduate and graduate studies.
3. At least three (3) letters of recommendation from individuals qualified to comment.

4. Student evaluations of teaching, if available.

5. Personal interview comments and/or notes from telephone inquiries.

6. Department/School Recruiting Committee members' comments and recommendations.

7. Department Chair's/School Director's/College Dean's recommendation.

In those cases in which the candidate is currently a part-time temporary faculty member, the completed faculty appointment form will suffice for the approval and processing of the appointment.