



ADMINISTRATIVE PROCEDURES

No. 701.2

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

SECTION PROCEDURE - HOURLY FACULTY

I. RECRUITMENT

- A. The Personnel Office will continuously accept applications for hourly faculty and will maintain a computer program listing potential hourly faculty.
- B. If hourly faculty are unavailable from those employed or on file (I-A), Personnel will:
 1. Prepare a job announcement in consultation with the immediate supervisor which will include:
 - a. Filing deadline date
 - b. Job duties
 - c. Qualifications
 - d. Salary and benefits
 - e. Application procedure
 - f. Information regarding the District
 - g. Equal Opportunity/Affirmative Action statement
 2. The Personnel Director will review the job announcement for affirmative action compliance.
 3. Send copies of the job announcement to appropriate recruiting sources which may include: local schools, local agencies and organizations which are a source of underrepresented applicants, and other as appropriate.
 4. Place ads in local newspapers and other publications as appropriate.

II. SELECTION

- A. The instructional administrator will determine those applicants to be interviewed. Full-time faculty in the discipline or a closely related discipline will have the opportunity participate in the application review and interview process whenever possible.
- B. Employment determinations shall be made according to criteria such as:
 1. Education related to the assignment.
 2. Recent work experience related to the assignment.
 3. Teaching experience.
 4. Instructional methodology.
 5. Ability to communicate effectively.
- C. Applicant employed will complete the requirement employment paperwork with Personnel.
- D. Prepare a Board agenda item concerning employment of the applicant. All offers of employment are made subject to formal approval of the Governing Board at the following special or regular Governing Board meeting.

Dated: May 20, 1981
Revised: July 3, 1991