



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

DC-4 Part-Time Faculty Recruitment and Selection

APPROVED: August 30, 1985 **REVISED:** December 9, 2004
Year of last review: 2021
AUTHORIZING BOARD POLICY: DC

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the process for filling part-time instructor, librarian, and counseling positions.

PROCEDURE:

- I. The selection process for part-time faculty* is a coordinated effort between the Human Resources Department and individual supervisors throughout the District. It is a process designed to identify the best qualified candidate for part-time instructor, librarian and counseling positions.
- II. The establishment of an applicant pool of potential part-time faculty will be coordinated between the Human Resources Department and the appropriate Vice President. The process is as follows:
 - A. Applications are to be submitted to the Human Resources Department by the applicant. This will ensure that all applications are processed uniformly and that up-to-date applicant pools are maintained. All applications will be initially evaluated by Human Resources to determine if the individual has the required credentials for the position for which the applicant is applying. Applicants will be designated as "Qualified-may hire" or "Does not meet minimum requirements." Applicants will be sent a notice of receipt of their application and a report of their status (Qualified or Not Qualified). The notice will indicate that qualified applicants will receive a letter from the appropriate Vice President.
 - B. The Human Resources Department will maintain a database of qualified part-time faculty who may be contacted when assignments are available. This list will be updated on a daily basis and will be accessible to Deans/Directors. A Dean/Director may request a copy of the application package for further consideration. The best qualified applicants will be interviewed. The interview process will include an evaluation of written and oral communication skills.
 - C. El Paso Community College requires that individuals selected for part-time employment have degrees from regionally accredited institutions. Exceptions will be made only in unusual circumstances, and only when evidence exists that the candidate has appropriate academic preparation. The hiring supervisor is responsible for preparing the Faculty Credentials folder in accordance with College Procedure DC-12 Faculty Credentials. The hiring supervisor will also ensure the ordering of the required official transcripts. The transcripts will be ordered through the supervisor’s office or the applicant must provide documentation of on-line transcript requests prior to beginning work.
- III. Special Advertising may occur if part-time applicant pools are insufficient to meet the requirements for a discipline/department.
 - A. Supervisors must submit an Advertising Request Form (PF 800-159) through administrative channels to the Human Resources Department, specifying minimum qualifications for the position.
 - B. The Human Resources Department will prepare an announcement and arrange for appropriate advertising. In order to meet advertising deadlines, requests for special recruitment should be received according to the following schedule:

May 20:	for Fall semester
October 20:	for Spring semester
March 20:	for Summer sessions
- IV. The hiring supervisor must ensure that the applicant submits all required employment documents (Application, W4, I-9, and Post-Employment Data Form) to the Human Resources Department prior to beginning work.

* Note: The word “faculty” denotes instructors, counselors and librarians.