

# MT. SAN ANTONIO COLLEGE

## Human Resources ADJUNCT POOL REQUEST

Mt. San Antonio College Human Resources (HR) has developed a process for establishing hiring pools for **temporary, part-time** faculty employees (adjunct) who are available to work on an as-needed basis. The adjunct hiring pool is used to acquire qualified, available adjuncts on an ongoing as-needed basis for the department identified. The recruitment and selection process is compliant with the District's Equal Employment Opportunity (EEO) Plan and with Administrative Policy (AP) 7120, Recruitment and Hiring: Faculty.

### Instructions:

1. Requesting Chair completes and submits this form to the Dean for approval.
2. The Dean forwards to Human Resources (Joanne Franco, [jfranco@mtsac.edu](mailto:jfranco@mtsac.edu)). If a draft posting is already available, please include it with this request.
3. Human Resources will contact the Department Chair or Dean, as indicated below to initiate the job posting process.
4. A Human Resources Technician will be assigned and will be in contact with the persons indicated below.

Discipline/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Beginning Semester: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Division Dean: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Post adjunct pool online for:

Fiscal Year (July 1 – June 30)

Other \_\_\_\_\_

The minimum required documents are an online application and awarded/conferred transcripts. The following documents are considered optional for applicants can upload.

If you want to **require** any of these documents, please check the boxes:

Cover letter

Letter of Recommendation 1

Letter of Recommendation 3

Resume/CV

Letter of Recommendation 2

**NOTE:** If you require additional documents, applications packets will not be moved forward for the committee to review until **all required documents** are uploaded and submitted online.

Additional personnel requiring access to the online applications: *any persons requiring access to the online applications will need to review, sign and return the Screening and Selection Committee Member Agreement Forms (attached) prior to receiving access to the online applications.*

Request submitted by: \_\_\_\_\_  
Print name and title Date

Division Dean's Signature (*Required*): \_\_\_\_\_  
Date