

Adjunct Pool Recruitment and Selection Overview – (Approved by Instruction Team 11/21/14)

Summary: 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. The use of pools is designed to assist Department Chairs and Deans with selecting highly qualified temporary faculty to meet both *expected, immediate, and emergency* staffing needs.

Types of Recruitment Pools:

- **Expected Needs** – This is a standing pool used for highly impacted disciplines. These positions are posted perpetually online, postings are updated as necessary, and applicants are asked to reapply on an annual basis. In some instances, where insufficient applicants are in the pool or where limited hiring is anticipated, the posting may indicate that the pool is not currently open.
- **Immediate Needs** – Used to fill positions that are specialized, or where additional temporary faculty hires might be needed after additional courses are offered once the master schedule has been set (by May for Fall scheduling and by November for Spring scheduling). Immediate Needs pools would usually be posted online for 10 working days (2 work weeks).
- **Emergency Needs** – Used to hire a substitute after the semester has begun. In these instances, it may be necessary to hire individuals (LiveScan requirements apply) for a limited time and have them go through the same application and interview process used by the department if the assignment will be longer term in duration. Hiring in these situations would not initially require a job posting due to the emergency and unanticipated nature of the need for a substitute; however, if a substitute assignment is **more than three months**, then an *Immediate Needs* recruitment is initiated and the emergency hire is welcome to apply.

Brief Process Overview:

1. Department Chairs and Deans have access to the pools (PeopleAdmin Applicant Tracking System) within their Department(s).
2. The Department Chair, with approval from the Division Dean, will request either that a new pool be established or will draw candidates from an existing pool and conduct the selection process used in that Department. HR would provide annual training to Department Chairs and Deans on EEO hiring processes, but does will not directly oversee the selection process.
3. The “screening and selection committee” consists of at least one faculty/program supervisor or Department Chair from the appropriate content area. The Dean and HR ensure the committee members are trained in accordance with the EEO Plan. This training is provided throughout the year. Deans ensure that all individuals serving on a selection committee have received this training in advance.
4. The Dean, after careful consideration, approves the hiring of the successful candidate and submits a hiring request to HR. HR continues to verify possession of minimum qualifications and all regular on boarding processing, including LiveScan and TB testing.