

MT. SAN ANTONIO COLLEGE
Human Resources
REQUEST FOR ADJUNCT POOL

This form is used to request that Human Resources (HR) post a hiring pool on the College's job search website for **temporary, part-time** faculty (adjunct) employees. These pools can be opened at any time and can be open for any length of time, as approved by the division dean. The adjunct hiring pool is used to acquire qualified, available adjuncts on an ongoing as-needed basis for the department identified. Once the job posting is established, the Chair and Dean will be provided direct access to the applicant pool, HR does not screen for minimum qualifications for these searches.

Instructions:

1. Requester completes this form, and the Dean approves the request by signing below.
2. The form is forwarded to Human Resources (may be sent via email to zjimenez@mtsac.edu).
3. A Human Resources Technician will be assigned and will contact the Department Chair or Dean, as indicated below to initiate the job posting process. If a draft job posting is already available, please include it with this request.
4. Please contact Zaira Jimenez, Human Resources Analyst at (909) 274-5493 if you have any questions.

Discipline/Title: _____

Department: _____

Division: _____

Beginning Semester: _____

Department Chair: _____

Division Dean: _____

Target Posting Date: _____

Target Closing Date:

(Please write "open until further notified" if a closing date has not been determined).

Please have HR contact: ☐ **Chair** OR ☐ **Dean** to initiate the pool.

Request submitted by: _____

Print name and title _____ Date _____

Division Dean's Signature (*Required*): _____

Note: All Adjunct employees must be live scanned per Ed Code Section 87013. Human Resources (HR) must be in receipt of the live scan clearance **BEFORE** the adjunct employee can begin working. HR will provide such notice to the division.