ARTICLE 7: ADJUNCT FACULTY ASSIGNMENT AND EVALUATION

The following procedures apply only to an assignment that exceeds nine (9) weeks in duration.

7.1 HIRING PROCEDURES
   a. The instructional units/subject areas will determine what additional positions are needed for the adjunct faculty in the next academic term. Search procedures shall include wide-spread local announcements.
   b. The selection committees shall consist of at least two full-time faculty members selected by the division/subject areas, and an appropriate administrator. The selection committee shall review all applications and shall select those applicants for an interview who best meet the desired qualifications, including educational preparation, study, and work experience. The selection committee will recommend a pool of candidates to the appropriate administrator. Hiring of adjunct faculty will be done from the pool.
   c. A roster of qualified adjunct faculty who have previously indicated an interest in continuing part-time employment with the District shall be developed. This roster will contain information on each adjunct faculty member, including date of hire (first date of hire when available), college work site, and academic discipline. This list will be updated annually by the Human Resources office in regard to availability of an individual instructor and the information mentioned herein.

7.2 CANCELLATION OF ADJUNCT FACULTY ASSIGNMENTS
   a. An assignment to an adjunct faculty member may be canceled or changed due to insufficient enrollment, needs of regular contract faculty, or changes in the instructional program.
   b. If the assignment is canceled less than one week prior to the beginning of the class, the adjunct faculty member shall be paid for one class meeting up to a maximum of three hours at his/her hourly rate.

7.3 NOTIFICATION OF FULL-TIME VACANCIES
All adjunct faculty who have previously expressed an interest in a full-time assignment shall be notified of appropriate vacancies. A list of these individuals will be updated and distributed.

Notification will be made by public posting, general publication notices, and notification to the Association. Notification by mail will be provided to adjunct faculty members on the official adjunct faculty list.

7.4 CLASS SCHEDULE
The instruction office shall post a calendar of dates for the development of the class schedule for each semester. This calendar shall be posted in division offices and other appropriate places. Each adjunct faculty member shall have the opportunity to state his/her availability and assignment preference in writing to the appropriate administrator. The information shall be considered in preparing the class schedule, after full-time