



HARTNELLCOLLEGE

Human Resources &  
Equal Employment Opportunity  
411 Central Avenue  
Salinas, California 93901  
(831) 755-6706

## INFORMATION FOR PART-TIME FACULTY APPLICANTS

PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS

**Thank you for your interest in Hartnell College!** The Human Resources Office is eager to help you with the application procedures for part-time teaching opportunities. Please review the following important instructions as you prepare your application.

The following are the steps in the process of becoming an Part-Time Instructor at Hartnell:

- Application Submission
- Screening for minimum qualifications to teach in the particular discipline (including the equivalency determination process)
- Interview with the Dean/Administrator and a faculty member in the discipline
- Offer of employment
- Completion of Employment Paperwork
- Ready to Teach!

### The Application

- Hartnell College accepts complete applications for Part-Time Faculty positions on a continuous basis. If we have a need for Adjunct Faculty in your area/discipline, we will forward your materials to the hiring department. If we do not have a current need for Part-Time Faculty in your area/discipline, we will retain your application materials for at least 12 months. If you would like your application materials removed from consideration, please contact us at: [hr@hartnell.edu](mailto:hr@hartnell.edu).
- Please complete the Application for Part-Time Faculty Positions and attach copies of your official transcripts or credentials. (Official copies of transcripts will be required upon employment.) You are encouraged to submit a resume and other supporting materials directly related to your qualifications. You may download the employment application at [www.hartnell.edu/hr](http://www.hartnell.edu/hr) and enter your information directly on the application. Materials received via FAX are permissible; however, **please DO NOT email** your materials as signatures are required.
- Applicants who may require special accommodation(s) because of a disability are requested to inform the Human Resources Office by calling (831) 755-6706.

### Minimum Qualifications

- The Minimum Qualifications for faculty positions are defined by discipline taught in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" (available at: [http://www.cccco.edu/Portals/4/minimum\\_qualifications\\_jan2008.doc](http://www.cccco.edu/Portals/4/minimum_qualifications_jan2008.doc)). A California Community College Life Credential in the discipline also satisfies the Minimum Qualification.

*For academic disciplines*, the minimum qualifications are a masters' degree in the discipline of the assignment; or a bachelor's degree in the discipline of the assignment and a master's degree in a reasonably related discipline. Assignments in the humanities, natural sciences, social sciences, and fine arts generally fall into this category, as do a number of technical disciplines, such as engineering, home economics, nursing, dietetics, accounting, and business management.

*Counselors and librarians* are also expected to hold appropriate master's degrees. There are special requirements for employees of Disabled Students Programs and Services (DSPS) and Extended Opportunity Programs and Services (EOPS).

*For disciplines in which a master's degree is not generally expected or available*, the minimum qualifications are a bachelor's degree (with any major) and two years of experience in the occupational area of the assignment or an associate's degree (with any major) and six years of experience in the occupational area of the assignment. Assignments that fall into this category are generally in technical, trade, or industrial fields.

- Applicants who do not meet the minimum qualifications and are seeking consideration on the basis of equivalency must submit an Equivalency Determination Form (including all requested documentation) with their application. The Supplemental Application for Equivalency Determination is available in the Human Resources Office or at [http://www.hartnell.edu/hr/employment\\_application.html](http://www.hartnell.edu/hr/employment_application.html).
- Applicants who have foreign degrees that are not accredited by agencies approved by the U.S. Department of Education are required to have their transcripts translated and/or evaluated by an appropriate United States credentials evaluation service at their expense. For a list of credentials evaluation agencies, please visit the National Association of Credentials Evaluation Services (NACES) website at [www.naces.org](http://www.naces.org). Hartnell College does not endorse or recommend any particular agency on this site; however, we suggest visiting this site since all of the agencies listed are reputable and well-known.

### **The Interview Process**

- Your application will be forwarded to the appropriate department for review and consideration. If you are a candidate for a part-time teaching assignment, the department will contact you for an interview with the Dean and a faculty member.
- PLEASE NOTE: If you applied on the basis of Equivalency, you are not eligible for hire until you have received written confirmation of your minimum qualification equivalency from Human Resources. Please do not accept offers of employment if you have not received this written confirmation.

### **Employment**

- All offers of employment are subject to administrative and Governing Board approval. If you are offered a teaching position, be advised that the offer is not official until further approval is obtained and your qualifications have been verified.
- If you asked to teach in a discipline other than that for which you originally applied, you must have your transcripts reviewed for minimum qualifications or complete the Equivalency Determination process for that discipline. Meeting the minimum qualifications for one discipline does not insure that you meet the minimum qualifications for a related discipline.
- When you have been offered a position, your hiring department will provide you with your employment paperwork packet necessary to process you as a new academic employee and therefore authorize you to begin service. You may not begin service until these forms are completed and returned to your hiring department.
- You can assist in the timely processing of your paperwork by having the following documents available:
  - Your official transcripts
  - Your social security card with your current name.
  - Original copies of documents which verify your identity and your eligibility to work in the U.S. (for completing your I-9 Form)
- Upon employment, you will also be required to have a TB test and to be fingerprinted.

Thank you for your cooperation and interest in Hartnell College. Please review the preceding information before submitting your application to ensure that you have done everything you can to enhance your potential for employment.

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, status as a Vietnam-era veteran, or disability.