

**Recruitment**

Departments/disciplines/programs shall identify areas that need associate faculty members. The chair/lead instructor shall notify the Human Resources Department if recruiting advertisements are needed. If desired, advertisements for positions will be placed throughout southern California. Advertisements will be placed in a variety of locations and formats in order to generate a broad and diverse applicant pool. Advertisements will contain minimum qualifications and state the part-time, nontenured nature of the assignment.

**Applications**

Human Resources staff will screen applications to check for minimum qualifications or refer for possible equivalency. Human Resources staff shall record the diversity information before forwarding the applications to the department/program. The Human Resources Department retains the applications for one year. Only applicants with complete applications processed by Human Resources are eligible to be interviewed.

**Selection**

The department chair/lead instructor or designee and at least one other faculty member (the second interviewer may also be a dean or classified employee, as determined appropriate by the department chair/lead instructor), will review the applications, select those to be interviewed, and conduct interviews. The interviewers will develop questions for the interview following equal employment opportunity guidelines (available from Human Resources). As much as possible, questions will be asked consistently of all applicants. After interviews are conducted, the interviewers will make an assignment recommendation(s) to the department chair and dean. The dean approves the assignment. The chair/lead instructor or designee completes the new-instructor notice and sends it to the dean.