

REQUEST TO PROCESS ACADEMIC PERSONNEL

TO: College HR Assistant	DATE:	Send Hiring Instructions <input type="checkbox"/> Yes <input type="checkbox"/> No If No, <input type="checkbox"/> Employee/Former Employee: Circle Location: CCC DVC DO LMC
Interviewed By (Print Names):	1)	2)
REVIEWED AND SIGNED BY YOUR INSTRUCTIONAL/COUNSELING DEAN:		SIGNATURE:
Applicant Name:		
<input type="checkbox"/> Teach	<input type="checkbox"/> Substitute	<input type="checkbox"/> Counsel
<input type="checkbox"/> Librarian	<input type="checkbox"/> Other (list):	
Campus	Department	Course#
Start Date	Discipline	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> New Position
Replacement For:		
Position I.D. or GL Budget #:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
		<input type="checkbox"/> Summer

MINIMUM QUALIFICATIONS DECLARATION WITH SUPPORTING DOCUMENTATION:

A. Master's Discipline:

Qualification Type (check one)	Discipline/Subject Area
<input type="checkbox"/> Master's Degree or Higher	
<input type="checkbox"/> Bachelor's Degree in combination with a Master's, License or Certification	
<input type="checkbox"/> Teaching Credential @ Community College Level	
<input type="checkbox"/> Equivalency with Academic Senate Approval	
<input type="checkbox"/> Foreign Transcript Evaluation by NACES Co.	

B. Non-Master's Discipline:

Qualification Type (check one below)	Discipline/Subject Area (list here):
<input type="checkbox"/> Bachelor's Degree (any discipline) + a total of 2 or more years full-time experience	<input type="checkbox"/> Associate Degree (any discipline) + a total of 6 or more years full-time experience
<input type="checkbox"/> Teaching Credential @ Community College Level	<input type="checkbox"/> Equivalency with supporting documentation with signed Equivalency form from Academic Senate
	<input type="checkbox"/> Foreign Transcript Evaluation: Any education outside the U.S., even if in English.

DOCUMENTATION ATTACHED (if not attached, request will be returned to the department):

<input type="checkbox"/> Academic Application	<input type="checkbox"/> Equivalency documentation – If degree title or degree combination does not <u>exactly match</u> the State Chancellor's list (see Instruction Office, Resources & Links section for the full list).
<input type="checkbox"/> Resume	<input type="checkbox"/> Foreign Transcript Evaluation – if degree is from outside of the United States; even if the degree is in English. Use an NACES company, www.NACES.com

Routing:

1. Interviewers send to Instructional/Counseling Dean or Sr. Dean for review of minimum qualifications AND signature.
2. Dean sends to Office of Instruction Supervisor to assign Position ID number tied to proper budget for new employee.
3. Office of Instruction Supervisor sends to College HR Assistant for completion of hiring process.