

LMC Adjunct Instructor Hiring

Information Template as of 8/2021

(Information Necessary for Posting Adjunct Instructor Positions to the District Website)

Please complete the attached form **in its entirety**. **Please obtain Department Chair and Dean signature** and submit to the Office of Instruction. *The form can be submitted electronically or in hard copy format.*

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As soon as the required information is received, a draft of the position posting will be sent to you for review and approval within 24-48 hours.

Once the draft has been reviewed and approved, it will be forwarded to District HR for posting to PeopleAdmin on the district website.

After the position has been posted online, you will be sent a user name and password to access the applications.

After reviewing the applications, interviewing applicants and selecting applicants to hire, forward names to the Office of Instruction so that PeopleAdmin can be updated:

1. Forward the names of the applicants you have chosen to interview
2. Forward the names of the applicants you have chosen not to interview
3. Forward the name(s) of the applicant(s) you have chosen to hire. Please inform the Office of Instruction to close the posting, only if the position was labeled, "open till filled."

Complete a Request to Process Academic Personnel form and attach the entire application packet (print all, do not select items to print from the packet) and forward to your Dean. If you need to complete an equivalency form, please do so and send to your Dean.

Thank you.

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Today's Date	
Dean Signature	
Department Chair Signature	
Names of persons doing paper screen and interviews (to ensure trainings are complete)	
Position Title	
Special Instructions to Applicants	
Division	
Department	
Position I.D. #	
Job Open Date	
Job Close Date	(If none provided, default close date will be last day of semester)
Open Until Filled <i>(Yes or No)</i>	
Employment Begins <i>(date or semester and year)</i>	
# of Months <i>(4 months/semester)</i>	
Location <i>(Pittsburg or Brentwood)</i>	
# of Openings <i>(or pool)</i>	
Yearly Salary Range/Hourly Range <i>rates are from the current Salary Schedule Activity Instruction for Temporary (Part-Time) Faculty</i>	Disciplines requiring master's degrees <i>(Class 3, Step 1 to Class 7, Step 10)</i> Disciplines that do not require master's degrees <i>(Class 1 Step 1 to Class 7, Step 10)</i>
Discipline <i>(Link: Minimum Qualifications for Faculty and Administrators in California Community Colleges)</i>	
Minimum Qualifications	
Hiring Dean's Name	
Description of Position	
License/Certificates/Credentials	
Direct Inquiries to: <i>(name and Email address)</i> <i>This is usually the Department Chair.</i> <i>More than one person can be listed.</i>	