

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.05110 DP

EMPLOYMENT OF TEMPORARY AND PART TIME FACULTY

3.05110 DP

References: 3.05010 BP,DR,DP Equal Opportunity/Affirmative Action
3.05060 BP Recruitment of Employees
6.15020 DR Qualifications for Teaching Courses
3.05040 DR,DP Placement of Faculty in Disciplines

In accordance with the district regulation, the following procedure will be followed in employing part-time and temporary faculty.

- I. The appropriate district officer will submit a recommendation to employ form properly signed in triplicate to the district personnel office.
- II. Faculty assignment sheet properly signed must be submitted for each temporary and part-time academic employee to the district personnel office in order for the employee to be paid. Placement will be in accordance with the appropriate salary schedule.
- III. The person recommended for employment must have the following information on file in the district personnel office.
 - (1) Application form
 - (2) Post employment data form
 - (3) Withholding forms
 - (4) Transcripts of all college work
 - (5) Application for vocational certification when appropriate
 - (6) Immigration Form

Approved: Chancellor
August 12, 1975

Revised: May 5, 1981
(Editorial Corrections 7/11/06)