

# FACULTY **HIRING POLICY FOR THE** DAS PROFESSIONAL DEVELOPMENT COLLEGE

## POLICY

It is the policy of the District to develop hiring procedures that expedite the selection and processing of faculty who are expert in subject areas.

## DEFINITIONS

***The District Academic Senate Professional Development College (PDC)*** is a specially developed program of CSU-transferable courses and seminars designed to improve and/or develop competencies of current and future community college instructors. This program will offer skill sets that are important for meaningful and effective teaching and learning.

***PDC Faculty Roster*** is a roster of veteran discipline-experienced faculty experienced in the course and seminar modalities maintained to facilitate the selection of temporary PDC faculty.

***Limited Eligibility Rule*** limits the number of semesters a person is allowed to be employed as a temporary faculty member to not more than two (2) semesters in three (3) consecutive academic years in an assignment greater than 60 percent (60%) of a full-time assignment (Education Code § 87482 b).

## REQUIREMENTS

- A. The PDC Director, members of the PDC Steering Committee, relevant discipline/department chair(s), and the Vice President of Academic Affairs (or his/her designee) form a core selection committee.
- B. PDC faculty may be staffed using one of the following hiring procedures:
  1. Regular Faculty: All PDC assignments shall first be offered to regular faculty
  2. If a regular faculty member is unavailable, then one of the following options is used:
    - a. PDC Roster: Follow process described in III.C. below.
    - b. Limited Faculty: Follow process described in HR Guide R-122, Faculty Limited
- C. **PDC Faculty Roster Selection Process**
  1. The PDC Faculty Roster process is an alternative method to the regular temporary faculty selection and hiring process colleges may use to select temporary PDC faculty without the need to repeat any further selection process.
  2. The determination to use the PDC Faculty Roster process in lieu of the standard selection process shall be made in consultation with the PDC Coordinator, the PDC Steering Committee,

the relevant discipline/department chair, and the Vice President of Academic Affairs (or his/her designee).

### **Placement of Faculty Member on the PDC Roster**

1. A PDC faculty member is eligible to be placed on the PDC Faculty Roster when all of the following conditions have been met:
  - a. The faculty member is a regular or contract faculty member at any college within the Los Angeles Community College District.
  - b. The faculty member has successfully completed at least one full ~~term in the capacity~~ **course/workshop** for which he or she was selected **to teach**.
  - c. The faculty member has received a favorable rating according to the respondents of the PDC survey.
  - d. The faculty member has successfully completed a PDC assignment at least once within the last eight (8) semesters.

### **Assignment Procedure**

The PDC instructor shall be notified in writing by the DAS President and the PDC Coordinator and will be paid a stipend as stipulated in the PDC budget as soon as practicable after the completion of the assignment.

DAS approved on \_\_\_\_\_