

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-130
		ADJUNCT FACULTY SELECTION AND PAY
ISSUE DATE: July 7, 2008	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: New	CHANGES:	

I. POLICY

It is the duty of each College and Division to establish internal procedures that ensure candidates for adjunct academic positions meet Academic Service minimum qualifications hiring requirements, that any offer of employment is made prior to a proposed candidate beginning the assignment, and that all assignments are processed according to District requirements and timelines.

II. DEFINITIONS:

- **Academic Service** employees are the individuals assigned to jobs having responsibility for the operation of, or formulating of policy for the instructional or student services program as specified under California Code of Regulations, Title 5, § 53402.
- **Adjunct Assignment** is the personnel action that assigns a part-time temporary faculty member to one instructional term at a time without a guarantee the assignment will continue. Adjunct faculty may be assigned to an additional assignment for non-classroom activities on an as needed basis under Educational Code § 87482.5.
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.
- **Employee** is a person assigned to a specific position for a certain period of time.
- **Level Pay** is a salary paid to faculty in equal installments per month over the entire term regardless of what days and hours during the term the classes actually were scheduled.
- **Minimum Qualifications** are the education and experiential requirements that a candidate must meet, as prescribed by the Board of Governors of the California Community Colleges, to serve as a faculty member in a particular discipline.
- **New Hire** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District. Prospective new employees are those who have been offered and have accepted a position but have not completed employment processing.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.
- **Provisional Equivalency** is temporary authorization for a faculty candidate to teach in a discipline for one semester only while applying for regular equivalency.
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Weekly Standard Hours are the number of weekly hours assigned to a course in the curriculum data base. It is the number of hours courses met when they were scheduled for full length semesters. Since courses now meet over fewer weeks, actual weekly hours are increased so that total hours remain equivalent.

III. **REQUIREMENTS**

- A. The President and Academic Senate at each college are responsible for developing written procedures governing the search and selection process for hourly rate faculty as specified in LACC Board Rule 10304 and for ensuring college procedures are designed and implemented in a manner that ensures:
 - 1. A thorough and deliberate search for the most qualified candidate is conducted.
 - 2. The hiring decision is made well in advance of the starting date of the assignment.
 - 3. The candidate's qualifications are reviewed to ensure that s/he meets Minimum Qualifications for the assignment. See [HR R-100](#), Academic Minimum Qualifications, for details.
- B. **Review Criteria Summary:** Before any offer of employment is made, the department chair and academic administrator are responsible for reviewing the candidate's qualifications to ensure that s/he meets the Minimum Qualifications for academic employment as summarized in Table R-130, Adjunct Minimum Faculty Qualifications Summary, below.

Table R-130 ADJUNCT FACULTY MINIMUM QUALIFICATION SUMMARY¹	
SUBJECT-AREA	MINIMUM REQUIREMENT
Non-Vocational	Master's degree in applicable subject area.
Vocational	Bachelor's degree and two years of experience for the applicable subject area, or associate degree and six years of experience for the applicable subject area
Non-Credit	Bachelor's degree, designated coursework, years of experience, and any applicable certification for the applicable subject area
¹ See HR-Guide R-100, Academic Minimum Qualifications and California Community Colleges Guidelines for Title 5 Regulations, Chapter 6, Part 1 , for details.	

C. **Timeline:**

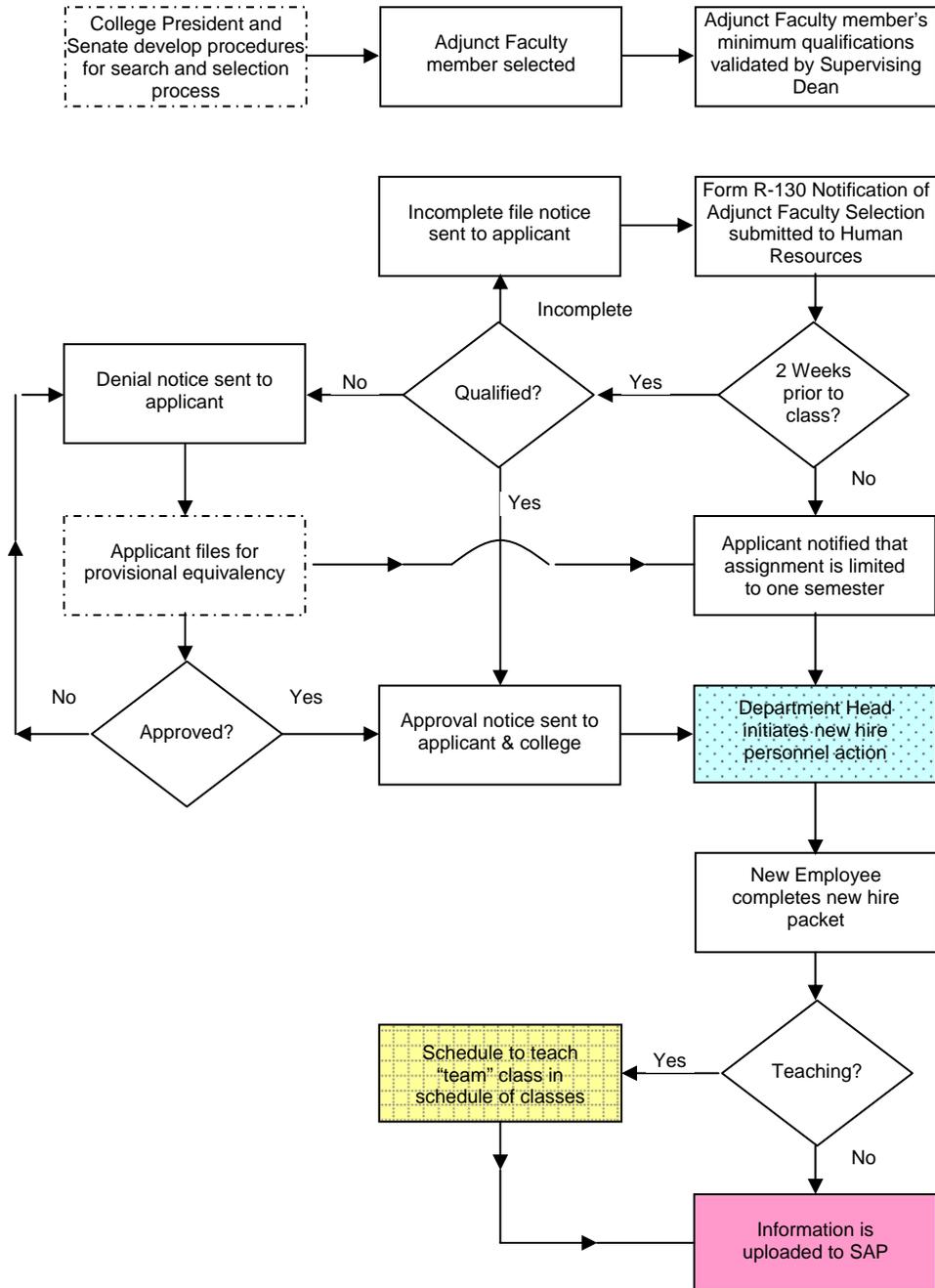
- 1. The determination of eligibility for adjunct academic employment should be performed at least two (2) weeks before the start date of the adjunct academic assignment. Any notification provided to the District Office later than 2 weeks prior to the start of the semester or term will be considered an emergency hiring; emergency hire should be checked on Form HR R-130.
- 2. In the event an unexpected situation arises that makes it impractical for the selection procedure to be completed within the two week timeline, the department chair and academic administrator should initiate the emergency hiring process by completing the **Request for Emergency Processing** portion of Form HR R-130. If necessary, the candidate shall

complete the appropriate request for Provisional Equivalency and/or provide evidence of qualifications through a community college credential.

- D. **Processing:** After ensuring that the candidate meets the Minimum Qualifications for adjunct academic employment, the department chair and academic administrator shall complete and submit Form HR R-130, Notification of Adjunct Faculty Selection, along with the candidate's official transcripts and verification of experience (when applicable) to Human Resources, District Office for audit.
- E. Upon receipt of Form HR R-130 Notification of Adjunct Faculty Selection, Human Resources, District Office, will audit the candidate's qualifications and advise the college if an offer of employment can be made to the candidate.
- F. If the candidate accepts the adjunct academic assignment, the Department Head shall:
1. Initiate a Personnel Change Request (PCR). See HR Guide P-000 General Policy on Personnel Actions and HR Guide [P-100](#) Assign Employee, for details.
 2. Instruct the prospective employee to complete and submit all required documents and forms before beginning service to the District. Immediately send the prospective new employee to the location Personnel Office for processing documents and completion of required forms. See [HR Guide P-110](#) New Hire for details.
 3. If the new adjunct faculty member is hired as a classroom instructor, Adjunct (job code 0811), the department head will then also submit a schedule of classes adjustment to Academic Affairs assigning the newly hired adjunct to a class section.
 - a. Academic Affairs updates the computerized scheduled of classes system (Protocol). If the PCR hire process has not been completed, the new instructor cannot be assigned to a class section.
 - b. The District's information technology systems automatically convert the assignment of an instructor to a class in the Protocol system to a salary payment scheduled in the computerized payroll system (SAP). Classroom adjunct instructors are unique in that they are the only category of employees whose pay is generated by an upload from an independent software. When scheduling an adjunct instructor for a class the relevant and correct class assignment information must be entered into the Protocol software system before an assignment can be generated in SAP. The pay for all other types of non-classroom assignments is generated entirely within the SAP software system.
 - c. Classroom adjunct instructors' salary computation is also unique in that each course in the curriculum data base is assigned a specific number of "weekly standard hours". Weekly standard hours are an approximation of actual hours taught. The adjunct instructors' gross pay for the course is computed by multiplying the weekly standard hours by 20 (the traditional number of weeks in the legacy semester) by the rate of pay for the instructor. (Gross Pay = weekly standard hours x 20 x rate of pay). This method of salary computation is called "pay-by-class". For this system to work, it is necessary that a third software, the Student Information System (SIS) curriculum data base, be synchronized with both the Protocol scheduling system and the SAP payroll system.

- d. Classroom adjunct instructors' also have a special salary payment distribution called "level pay". Individual classes meet differing number of weeks, with different start and stop dates, and have differing meeting patterns of days and hours each week. In order to avoid duplicating the complexity of the schedule of classes in the payroll system, actual gross salary for every class is paid by equal installments per month each month of the term. For the Fall term, pay is distributed in equal installments over five months from September through January. For the Winter term, pay is distributed in one installment in January. For the Spring term, pay is distributed in equal installments over five months from February through June. For the Summer term, pay is distributed in two installments over two months from July through August.
- e. The Adjunct Faculty Selection and Pay workflow is detailed in Figure R-130 below.

FIGURE R-130 ADJUNCT FACULTY SELECTION AND PAY WORKFLOW



IV. **ADDITIONAL SOURCES**

CALIFORNIA CODE OF REGULATIONS

Title 5. Education, Section 53402

CALIFORNIA EDUCATIONAL CODE

Section 87400 Academic Qualifications

LACCD BOARD RULES

Chapter X. Human Resources

Article III, Selection Policies

Section 10304.3 Temporary Faculty Hiring: Hourly Rate Faculty

LACCD HUMAN RESOURCE GUIDE

[HR P-110](#) New Hire

[HR R-000](#) Recruitment, Selection and Employment

[HR R-100](#) Academic Minimum Qualifications

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521: Article 43, Adjunct Faculty Pay Principles and Ancillary Activities

FORMS

Administrative

HR R-130, *Notification of Adjunct Faculty Selection*