

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-122
		FACULTY, LIMITED
ISSUE DATE: October 13, 2009	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide dated May 08, 2008	CHANGES: Technical Corrections: Policy statement; Limited Faculty, Limited Faculty Employment, Limited Eligibility Rule, Specially Funded Program (SFP), and Categorical Funded Program definition: 60 to 67 Percent Rule.	

I. POLICY

It is the policy of the District to require the selection of Limited Faculty when it is necessary to employ a temporary faculty member for more than 20 working days in an assignment of greater than sixty-seven percent (67%) of a full-time assignment in a single department. For up to 20 days, a temporary faculty member may serve as a day-to-day substitute under EC 87480.

II. DEFINITIONS:

- **Categorical Funded Program** is a program funded through state apportionment, with the use of funds specifically restricted by the outside funding agency or by law and regulation to uses for the operation and support of the education program. Examples of categorical funded programs are programs such as CalWorks, CARE, DSPS, EOP&S, and Matriculation.
- **Limited Faculty** is the employment of a monthly rate faculty member to a temporary assignment that will not last more than one (1) semester.
- **Limited Faculty Employment** is a temporary appointment to a monthly-rate position. No credit toward tenure is earned while serving in temporary status unless followed by probationary faculty assignment.
- **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 total assignments greater than sixty-seven percent (67%) of a full-time assignment (For Non-SFP assignment, see EC § 87482 b; for SFP assignment, see EC § 87470 - SFP). This rule does not apply to service.
- **Monthly Rate** is a faculty member paid from the preparation salary schedule.
- **Specially Funded Program (SFP)** is a program funded through grants, contracts, or restricted donations and which often have unique program budgets, personnel policies, and assignment actions. All SFP's are also characterized with a funding end date. Faculty employment is under EC 87470. All funds must have an SFP fund number.
- **Temporary Faculty** are those faculty members who are neither tenured nor probationary, and who are employed under provisions of the California Education Code that authorize their service as temporary employees. They may be either adjunct faculty or temporary "monthly-rate" faculty.
- **Working Day or Day** means the period between the time on any particular day when an employee commences work activity and the time when the employee ceases work activity. The workday may be longer than scheduled work hours. [Fair Labor Standards Act \(FLSA\) Fact Sheet #22](#)

III. REQUIREMENTS

- A. The employment of instructors on a temporary basis authorized under State Education Code and the District's assignment process is shown in Table R-122, Temporary Faculty Assignment Limits.

TABLE R-122A TEMPORARY FACULTY ASSIGNMENT LIMITS		
LENGTH OF ASSIGNMENT	REQUIREMENT	LACCD ASSIGNMENT PROCESSING
Project	May continue for duration of a project (Education Code § 87470)	Specially Funded Project (SFP) Employees
Semester	Limited to not more than two (2) semesters in three (3) consecutive years in an assignment greater than sixty-seven percent (67%) of a full-time assignment, excluding SFPs (Education Code § 87482).	Long-Term Substitute Limited Faculty

B. Use of Limited Faculty

The use of limited faculty may arise from one of the following circumstances:

1. The faculty position involved is in a Special Funded Project of temporary duration.
2. The selection process for a new probationary faculty member did not result in a candidate recommended for appointment that met the criteria for a probationary assignment.
3. It is necessary to employ a long term substitute for a regular instructor who is on leave.

C. Limited Eligibility List (67 Percent Rule):

Faculty who have served in excess of full-time for any two semesters during the last three academic years are only eligible for consideration for the following assignments:

1. Probationary assignments, regardless of funding source
2. Temporary contract specially funded assignments as authorized by Education Code § 87470.
3. Long-term substitute or limited faculty assignments which together with any adjunct assignment do not exceed sixty-seven percent (67%) of a full-time assignment
4. Adjunct assignments regardless of funding source which do not exceed sixty-seven percent (67%) of a full-time assignment.

- D. Vocational and administrative positions require employment verification on the employer's stationery. Employment verification must:

1. Identify inclusive dates of assignment
2. State if employment was full-time or part-time
3. If part-time employment, state the number of paid hours worked per week, semester, or year

E. Limited Faculty Selection Process

1. The selection for Limited Faculty follows the principles specified in LACCD Board Rule Chapter X, Article III, Section 10304, Faculty Hiring, following the accelerated timeline identified in Sub-Section 10304.2, Temporary Faculty Hiring: Long Term Substitutes and Limited Status Faculty.
2. Table R-122B, Limited Faculty Selection Process summarizes the accelerated process.

TABLE R-122B LIMITED FACULTY SELECTION PROCESS		
DAY(S) ²	REQUIREMENT	ACTIVITY
1	Position Approved Mini-Selection Committee Formed Position Announced	<ul style="list-style-type: none"> • College President signs "intent to fill form. • Vice President forwards to Human Resources, District Office. • Vice President forms mini-selection committee in consultation with Academic Senate.¹ • Job announcement prepared. Recruitment activities begin. <ul style="list-style-type: none"> • Position is advertised for at least three (3) weeks.
2 - 17	Tentative Dates Scheduled Interview Questions Formed Applicant Materials Reviewed Applicants Invited to Interview	Committee schedules dates to review applications and conduct interviews. Committee meets to: <ul style="list-style-type: none"> • Formulate file review criteria and interview questions. Committee meets to review applicant materials. Committee chair or designee contacts: <ul style="list-style-type: none"> • Contacts invited applicants by telephone; • Follows-up with letter.
18	Interviews Conducted ²	Committee: <ul style="list-style-type: none"> • Conducts interviews; • Identifies two to three finalists to forward to the College President.
19	Final Interviews Conducted	College President, Vice President and designated faculty representatives conduct final interviews. Final selection submitted to Human Resources, District Office.
20	Candidate Selection Announced	Announcement of selected candidate made after clearance received from Human Resources, District Office.
¹ Search/selection committee composed of at least three members with voting privileges and Compliance Officer or representative with no voting privileges. ² The suggested timeline is the shortest possible number of working days allowed per LACCD Board Rule 10304.2. ³ Final interviews are conducted as specified in location hiring procedure.		

F. Assignment Procedure

1. The assignment process should be initiated as soon as the selection process is completed and the candidate accepts the job offer.
2. The appointment process should be initiated by the Vice President, Academic Affairs or designee as identified in Table R-122C, Temporary Assignment Processing Options.

TABLE R-122C TEMPORARY ASSIGNMENT PROCESSING OPTIONS	
EMPLOYMENT STATUS	HR GUIDE
New to District	P-110 New Hire
Change in Current Assignment	P-130 Additional Assignment P-140 Organizational Change P=410 Leave to Higher
Former Employee	P-120 Rehire
Retiree	P-121 Rehire Retiree

3. No candidate may report for service until Human Resources, District Office, completes the employment eligibility review process.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

- 87470 Employment of Academic Employees by Community College District Governing Boards with Respect to Prescribed Programs and Projects
- 87482 Employment of Temporary Faculty Members

LACCD BOARD RULES

Chapter X, Human Resources, Article III, Selection Policies

Article III, Selection Policies

- 10304.2 Temporary Hiring: Long-Term Substitutes and Limited Status Faculty
- 10304.3 Temporary Faculty Hiring: Hourly Rate Faculty
- 10304.4 Acknowledgments
- 10304.5 Amendments and Revisions
- 10306. Filling Vacancies with Existing Employees
- 10306.5 Selection of Entrance-Level Substitutes

Article IV, Certificated Assignments

- 10419 Assignment of Temporary Certificated Employees

LACCD HUMAN RESOURCE GUIDE

- HR P-100 Assign Employee**
- HR P-120 Rehire
- HR-P-130 Additional Assignment**

LACCD COLLECTIVE BARGAINING AGREEMENTS

- AFT Faculty Guild Local 1521: Article 33. Replacement**

PCR DOCUMENTATION

SAP DOCUMENTATION