

LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE

B558
ASSIGNMENT
Faculty Vacancies
Request Procedures

ISSUE DATE: 03-01-00	SERVICE: Certificated	CHANGES: Revision to reflect current policy.
REPLACES: PG B558 (7-31-91)	DISTRIBUTION: General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers Oper	

Procedures for Requesting Permission to Fill Certain Faculty Positions.

1. Policy. Pre-approval is required before initiating any steps to select or assign employees in all monthly rate faculty positions (regardless of the source of funds) except for instructor vacancies of duration not more than 20 working days.
2. Procedures. College presidents are to carefully review each Notice of Intent to Fill Certificated Faculty Positions (Form C902) submitted to them for their recommendation. Only those requests that they can endorse without reservation should be signed and forwarded to the Human Resources Division. When the request is cleared, it will be returned to the college president, generally within 24 hours.
3. Monthly-rate assignments as Instructor Special Assignment or Consulting Instructor (regardless of the source of funds) may be made by appointment after "mini-selection" upon written request by the College President to the Vice Chancellor, Human Resources. See PG B534, and submit Form C119, Committee Report and Evidence of Effort form.
4. In the case of a vacancy due to a resigning or retiring instructor, if the resignation has not been processed, a copy of the resignation form (C315), signed by the instructor and the college president, is to be filed prior to clearance of Form C902.
5. To comply with title 5 section 53021(a), the college must seek qualified applicants listed in the California Community Colleges Faculty and Staff Diversity Registry.
6. In cases of advertising by colleges for faculty vacancies, advertising copy is to be reviewed by the Office of Personnel Operations prior to publication.
7. Before initial action by the Campus Review Committee to review folders, the committee should be briefed by the campus affirmative action representative regarding college unmet goals in the affirmative action program.

See also: PG B356, 473, 506, 534