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|  | LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE | HR R-122 |
| | | FACULTY, LIMITED |
| ISSUE DATE: May 22, 2006 | SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED | |
| REPLACES: <u>Legacy Personnel Guides</u> B 396 Processing New Employees B 412 Hourly Day-to-Day Substitute B 445 Limited Basis, Employment Procedure | CHANGES: New | |

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 60 percent (60%) of a full-time assignment in a single department.

II. DEFINITIONS

- **Limited Faculty** is the employment of a monthly rate faculty member to a temporary assignment that will not last more than one (1) year.
- **Limited Faculty Employment** is a temporary appointment to a monthly-rate position. No credit toward tenure is earned while serving in temporary status.
- **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 60 percent (60%) of a full-time assignment (Education Code § 87482 b) unless such service is in a SFP under Education Code § 87482 b.
- **Monthly Rate** is a faculty member paid from the preparation salary schedule.
- **Specially Funded Program (SFP)** 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.
- **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** is Monday through Friday when the District is open for business. For purposes of recruitment timelines, holidays do not count as working days.

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 60 percent (60%) 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 an 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 (60 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 percent (60%) of a full-time assignment
4. Adjunct assignments regardless of funding source which do not exceed sixty percent (60%) 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. | | |

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 RESOURCES GUIDES

- [HR P-100 Assign Employee](#)
- [HR P-110 New Hire](#)
- [HR P-120 Rehire](#)
- [HR P-121 Rehire Retiree](#)
- [HR P-130 Additional Assignments](#)
- HR P-140 Organizational Change
- HR P-410 Position Hold

LACCD Forms

"Intent to Fill"

LACCD COLLECTIVE BARGAINING AGREEMENTS
[AFT Faculty Guild Local 1521: Article 33, Replacement](#)

[PCR DOCUMENTATION](#)

[SAP DOCUMENTATION](#)