**PROPOSED PLAN IN RESPONSE TO THE
ACCREDITATION TEAM'S RECOMMENDATIONS REGARDING ADJUNCT RECRUITMENT**

INTRODUCTION

The Los Angeles Community College District (LACCD) is committed to ensuring that its resources, programs, and services positively impact and support student learning and achievement. In doing so, LACCD is committed to developing a hiring process for adjunct faculty that is consistent across the District, compliant with State and Federal laws and yields the most diverse and highly qualified lists of applicants. The Human Resources staff has developed the plan below to respond to the compliance recommendation by the Accreditation Team and Standard III.A.8. which states, *An institution with part time and adjunct faculty has employment policies and practices which provide for their orientation, oversight, evaluation, and professional development? The institution provides opportunities for integration of part time and adjunct faculty into the life of the institution.*

ENHANCED ROLE OF THE HUMAN RESOURCES DIVISION IN THE ADJUNCT RECRUITMENT PROCESS

The current adjunct recruitment process is decentralized; the Human Resources Division (HRD) is responsible for the minimum qualifications clearance of new adjunct hires. Decentralization of the current process may contribute to inconsistencies in hiring practices. The HRD will significantly enhance its role in the adjunct recruitment process through the development and maintenance of a centralized web-based adjunct recruitment site for the purpose of developing adjunct applicant lists for dissemination to the colleges and other district hiring locations, and by revising the procedural guides for adjunct recruitment and providing support and/or training as needed to adjunct applications and district hiring locations.

PROPOSED IMPROVEMENTS TO THE CURRENT PROCESS

- Design and implement an online (web-based) adjunct application portal site, housed in HRD, that provides a clear path for the collection of adjunct applications; the portal will include an electronic application, a preliminary prescreening process for AB 1725 State Minimum Qualifications, and the capacity to generate automated applicant notifications and applicant lists for dissemination to the college and other hiring locations

- Develop adjunct posting templates for use by hiring locations; the templates will include duties statements and will be accompanied by a style guide for to ensure conformity in the appearance of postings

- Revise the adjunct hiring HR Guide to ensure that the process yields the most diverse and highly qualified lists of applicants; the process set forth in the HR Guide incorporate the committee screening of applicants, the committee interview of applicants, the inclusion of an EEO representative on the screening and interview committees, a specified minimum number of applicants to be interviewed, and the inclusion of a teaching demonstration in interview process

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- Develop and oversee a HR Web Help Assistant email site to provide general information and application process support to applicants

- Develop a repository for adjunct applications housed in and managed by HRD

- Develop a process for the dissemination of adjunct applicant lists to college and other District hiring locations

STAFFING REQUIREMENTS

- Augment HRD staffing by adding a Senior Personnel Assistant to manage the online adjunct recruitment portal, oversee HR Web Help Assistant (email) providing applicant support in completion of recruitment process, compile and disseminate recruitment lists to colleges and other hiring locations, and assist with minimum qualifications clearance

PROPOSED TIMELINE

- Develop a timeline for the strategic implementation of tasks by Spring 2017 to ensure the production of adjunct applicant lists for use in Fall 2017 adjunct hiring