PROCEDURES FOR HIRING PART-TIME FACULTY APPLICANTS

Applications for adjunct (temporary, part-time) faculty positions are solicited throughout the academic year in order to create a pool of qualified candidates. The number of available positions varies from term to term. All (temporary, part-time) faculty positions are based on the colleges' need for faculty in a variety of disciplines. Offer and acceptance of temporary employment is contingent upon verification of all information provided on the employment application form and receipt of all other required documents. All persons recommended for employment must complete the required documents for employment.

Applications for the Part-time Faculty Pool are accepted on an on-going basis per academic year only. It will be necessary for applicants to re-apply each academic year to receive the most serious consideration.

Application Procedures:

1. Submit the completed Part-time Employment Online Application which be found through the [www.peralta.edu](http://www.peralta.edu) website (Job Opportunities then search Jobs) or on [https://peraltaccd.peopleadmin.com/](https://peraltaccd.peopleadmin.com/).

2. Upload current resume of experience, formal education/training and qualifications.

3. Upload copies of transcripts from fully accredited college or universities. Official transcripts from fully accredited colleges and/or universities will be requested and required upon employment. (A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) by the application deadline date.)

4. Travel expenses for the interview and selection process will be borne by the candidates.

5. All documents become the property of the District.

Human Resources Analyst Duties:

- Natasha Spivey (District Office and Laney College)
- Vivian Farmer (Berkeley, College of Alameda, and Merritt)

1. The various Deans or Vice Presidents emails or calls the Human Resources Analyst to post a part-time faculty position.
2. Human Resources Analyst posts an open ended position (position is always open to allow for continual applications).

**Human Resources Analyst Duties (Contd):**

3. At the request of Dean or Vice President, the Human Resources Analyst prescreens the pool of candidates and provides the Dean or Vice President Guest user access codes to preview the applications.

4. Requestor reviews applications and selects applicants to be interviewed.

5. Requestor prescreens for minimum qualifications.

6. If the requestor decides to hire an applicant, the college will create an epaf and forward the epaf, copy of the application, transcripts, and back-up documents to the human resources generalists.

**Human Resources Generalist Duties:**

- **Julie Huang (District Office, Laney College and College of Alameda)**

- **Khang Ho (Berkeley City and Merritt Colleges)**

1. Human Resources Generalist receives the epaf copy of the application, transcripts, and back-up documentation materials from the colleges. The generalist reviews the documents for completion.

2. Reviews the transcripts and back-up documentation materials. Checks to see whether the applicant met the minimum qualifications.

3. Once the Human Resources Generalist receives the fully approved epaf back, the applicant is contacted to schedule an intake appointment. A copy of the checklist and Livescan form is emailed to the applicant before the intake meeting.

4. After the intake meeting, the Human Resources Generalist processes the employee’s paperwork and enters personal and job data information into PeopleSoft. Employees are usually placed at the Step A-1. Per the PFT contract, employees have 90 days from the date of hire to submit all their official transcripts for verification.

5. The Human Resources Generalist contacts the academic specialist at the college and informs them to enter assignment in PeopleSoft.

6. The Human Resources Generalist submits the epaf, IRS W-4 form, direct deposit, STRS Election, and salary placement paperwork to Payroll.

7. Employees have a 90 days window after they are hired to submit all the official documents to Human Resources. The Human Resources Generalist verifies the information and places the employee at a different salary rate and step if needed.