THE ACADEMIC SENATE OF
GROSSMONT COLLEGE
MINUTES OF
REGULAR MEETING ON October 2, 1995

Those Present:
Sheridan DeWolf - President
Dave Wertlieb - Vice President
Barry Winn - Senate Officer at Large
Kats Gustafson - Senate Officer at Large
Peg Hovde - Past President

Administration of Justice -
Art - Ron Tatro
Behavioral Sciences - Gregg Robinson
Biological Sciences - Ruth Botten
Business - Jed Ashley
Business Office Technology -
Cardiovascular Technology - Rick Kirby
Chemistry, Science - Cary Willard, Bill Bornhorst
Child Development - Lorraine Martin
Computer Science Information Systems -
Counseling and Student Development Services - Jim Fenningham
Dance, Theatre Arts -
Disabled Student Services - Mimi Lee
Earth Sciences - Wayne Harmon
English - Lance Parr
English-as-a-Second Language (ESL) - Virginia Berger
Family and Consumer Studies - Ann Daluiso
Foreign Languages -
History - Mel Amov
Humanities - Hoke Simpson
International Business, Marketing, Management - Gene Britt
Journalism, Telecommunication - Gay Russell
Library -
Mathematics - Bill Bradley
Music - Paul Kurokawa
Nursing - Ann Burgess
Occupational Therapy Assistant - Carolyn Shushan
Physical Education, Recreation, Health Education - Jean Sprunt, Laura Sim
Physical Sciences -
Political Economy -
Respiratory Therapy - Allen Pellemounter
Speech Communications -
Staff Development - Judy Cook
Guests: Jeanne Riddell

I. PRELIMINARY ITEMS

A. Call to Order

B. Approval of Agenda M/S/U Barry Winn, Dave Wertlieb

C. Approval of Minutes August 28 and September 18, 1995. M/S/U Dave Wertlieb, Ann Burgess
II. SPECIAL INFORMATION ITEMS

A. Hiring Procedures- Charlene Mc Mahan, Vice Chancellor, Human Resources
Resolution to adopt the Part-Time Hiring Procedures for Adjunct Faculty. (See
Attachment #1)

III. ACTION ITEMS

A. Senate resolution regarding Governing Board Staff survey

Whereas the Academic Senate of Grossmont College recognizes the Governing Board’s desire to
strengthen lines of communication between the Board and staff, and

Whereas we feel that the proposed survey would be more divisive than helpful in reaching that
goal, and

Whereas the proposed survey uses faulty methodology, and so it will result in no useful information
and may even be misleading, and

Whereas the cost of the proposed survey would be an added economic burden in times of scarce
budgetary resources,

Therefore we recommend that the Governing Board use other means, such as focus groups, to
obtain the desired information, and we invite members of the Board to visit or to speak at
meetings of the Academic Senate of Grossmont College to directly address issues and
concerns in the spirit of shared governance. M/S/22 yes, 0 no, 7 abstentions/Barry Winn,
Wayne Harmon.

B. Resolution to approve for Academic Rank of Professor Laura Sim, Joanne Prescott,
George Hernandez, Ann Burgess and Rick Kirby, and for Associate Professor Richard

IV. INFORMATION ITEMS

A. Discussion regarding the Psychology Department’s concerns regarding the
Equivalency Policy/Procedures - Jeanne Riddell

The meeting was adjourned at this point due to time constraints.

The next regular meeting of the Academic Senate
is scheduled for Monday, October 16, 1995.
Please submit agenda items in writing to the Academic Senate office
by October 11th for inclusion at this meeting.
OVERVIEW

Discusses recruiting applicants for Adjunct Instructor positions and the use of established hiring pools for selecting candidates for interviewing.

FORMS USED

Application For Professional Position, PE2.f1

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

California Education Code 87350 et seq.

PRIMARY STAKEHOLDER: Vice Chancellor Human Resources and Administrative Services

COMMENTS

All applications for Adjunct Instructor must be processed by the Personnel Office in order to determine if minimum qualifications established by the Statewide Academic Senate are met. Applicants meeting state standards are held in a "hiring pool" pending departmental evaluation.

Applicants that meet departmental standards are eligible for interview. At the discretion of each department, interviews may be conducted any time prior to the staffing of a class. Some departments may wish to pre-qualify their applicants by conducting interviews when there are no immediate staffing needs. Other departments may conduct interviews only when there is an immediate staffing need.

The interviewing method is determined by each department. Some departments may rely on the chair or coordinator to conduct the interview. Others may opt for a panel interview consisting of members of the department. The interview may consist of a teaching demonstration, in an actual class under the supervision of the rostered instructor. More than one applicant must be interviewed for each position. The decision to hire should not be made until completion of all scheduled interviews. The department must consider all qualified applicants.
## Part-Time Hiring Procedures for Adjunct Faculty

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<thead>
<tr>
<th>Step</th>
<th>Task Performed By</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Department Chair/Coordinator</td>
<td><strong>Identify Projected Needs</strong>&lt;br&gt;At the beginning of the semester, individual Chairs and Coordinators will give their projected hiring needs for the following semester to the Personnel Office.</td>
</tr>
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<td>2</td>
<td>Personnel Office, Department Chair/Coordinator</td>
<td><strong>Recruit when Necessary</strong>&lt;br&gt;The Personnel Office will actively recruit in areas where the applicant pool is insufficient. Department Chairs and Coordinators are encouraged to continue recruiting qualified candidates as well.</td>
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<td>3</td>
<td>Applicant</td>
<td><strong>Submit Application</strong>&lt;br&gt;Applications are available at the District Personnel Office. One application form is required for each discipline in which the applicant wishes to teach. Submit applications to the District Personnel Office.</td>
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<tr>
<td>4</td>
<td>Personnel</td>
<td><strong>Screen for Minimum Qualifications</strong>&lt;br&gt;Minimum qualifications are based on standards and criteria established by the Statewide Academic Senate. For applications requesting a determination of minimum qualification based on equivalencies, refer to District Operating Procedure <em>Equivalency Review (PE1)</em>. If the applicant meets minimum qualifications, add the applicant to the hiring pool. The hiring pool includes all qualified applicants and is maintained on a computerized data base.</td>
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<tr>
<td>5</td>
<td>Personnel</td>
<td><strong>Provide Application Copies</strong>&lt;br&gt;Provide paper screening criteria form and hard copies of applications to the Departments when requested.</td>
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**PAGE NO. 2 of 3**
Select Applicants for Interviews
The department conducts a secondary screening of the applications in the hiring pool to determine which applicants are qualified for interview.

Select the Most Qualified Applicant
Interview all selected applicants. Once an applicant is selected for hire, his or her name will be submitted to the appropriate administrator. Applications and the paper screening criteria form for individuals not selected for hiring will be returned to the hiring pool.

Notify applicants and personnel of hiring decision.

If after completion of the interviews, it is determined that none of the applicants are desired for the position under consideration, both Personnel and the Department will conduct more recruiting.
APPLICATION FOR
ADJUNCT TEACHING POSITION

SUBJECT MATTER DISCIPLINE NUMBER (refer to the attached discipline list)

NAME: ___________________________ DATE: __________

LAST First Middle

Mailing Address: No. & Street City State Zip

Business Telephone: ___________________________ Home Telephone: ___________________________

Soc.Sec.No. ___________________________ Have you ever been convicted of a criminal offense? □ NO □ YES

If yes, please explain ___________________________

SITE PREFERENCE:

☐ CUYAMACA COLLEGE ☐ GROSSMONT COLLEGE ☐ BOTH

TIME PREFERENCE:

☐ DAY ☐ WEEKENDS ☐ NIGHT ☐ BOTH

List California community college teaching credentials:

Title: ___________________________ Major: ___________________________ Minor: ___________________________

Title: ___________________________ Major: ___________________________ Minor: ___________________________

Title: ___________________________ Major: ___________________________ Minor: ___________________________

Community College courses best qualified to teach in order of priority:

1. ___________________________ 4. ___________________________

2. ___________________________ 5. ___________________________

3. ___________________________ 6. ___________________________

Specific areas of specialization or area of emphasis in academic major:

1. ___________________________ 2. ___________________________ 3. ___________________________
### Educational Background

#### Degrees Awarded

<table>
<thead>
<tr>
<th>Colleges Attended</th>
<th>Location City &amp; State</th>
<th>Inclusive Dates From-To</th>
<th>Degrees Major and Minor Fields of Study</th>
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#### Teaching Experience

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<th>Name of School</th>
<th>Location City and State</th>
<th>Inclusive Dates From-To</th>
<th>Subjects Taught</th>
<th>Full or Part Time</th>
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### Other Relevant Experience

(may include military service, volunteer work and/or community service)

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<th>Activity</th>
<th>Location City &amp; State</th>
<th>Inclusive Dates From-To</th>
<th>Paid or Unpaid</th>
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### RELEVANT COURSE WORK

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<th>Course Title</th>
<th>Name of School</th>
<th>Inclusive Dates (From-To)</th>
<th>Degree Applicable? Major or Minor Fields of Study</th>
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I hereby certify that the statements above are true and complete to the best of my knowledge and belief. I understand that any false statements on this application may be the cause for my termination in the event I am employed.

I consent to references and former employers being contacted regarding this application and understand that if I am employed I must furnish official transcripts and a fingerprint processing fee.

Signature of Applicant

Yearly renewal is necessary to keep this application active.