

North Orange County Community College District  
**BOARD POLICY**  
SECTION 3000  
ACADEMIC PERSONNEL

POLICY #3010  Adjunct Faculty Hiring Policy	DATE ADOPTED: 3/22/94
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1.0 Rationale and Intent

It is the policy of the North Orange County Community College District that:

- 1.1 The qualifications of individuals selected as adjunct faculty be the same as a contract/regular academic employee for that position.
- 1.2 The responsibility for selecting adjunct faculty be shared cooperatively by both faculty and administrators, participating effectively in all appropriate phases of the hiring process.
- 1.3 An effective recruitment program be maintained to reach the most diverse spectrum of qualified candidates.

2.0 Policy Application

This policy applies to all part-time academic employees. A part-time academic employee is defined as one who is hired for 60 percent or less of the full time load and is paid on a part-time salary schedule. The term adjunct faculty shall be synonymous with part-time academic employee.

3.0 Coordination of Policies

The procedures and time-lines developed for the hiring of adjunct faculty shall be coordinated to the greatest extent possible with other District policies to avoid duplication of effort and to reduce cost.

4.0 Terminology

- 4.1 The language used for titles and positions in this document are those of the colleges. When the title "President" appears, it is to be understood to also mean "Provost." When the title "Vice President" appears, it is to be understood to also mean "Adult Continuing Education Dean of Instruction," or "Adult Continuing Education Coordinator" as appropriate.
- 4.2 The "area administrator" or "division dean" shall be equivalent to the administrator directly supervising faculty in Adult Continuing Education. When the words "campus," "division," "department," appear, they shall be understood to also refer to the appropriate equivalent administrative categories for Adult Continuing Education; i.e., "site" and "program area," etc. When the site or area, etc. involved is not obviously clear, the Adult Continuing Education academic administration and Academic Senate shall jointly develop definitions of the appropriate categories.

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- 4.3 The term "academic administration" shall mean the various campus and Adult Continuing Education administrators concerned with academic matters including Counseling, Student Services, and Library.