

Department:

Discipline (If Applicable):

Date:

Name of Anticipated Instructor:

Minimum Qualifications of Anticipated Instructor:

Anticipated Start Date:

Anticipated Duration Date:

Emergency Hire Process (Board Policy 4.3.2.P XVII)

1. Potential candidates for emergency hire situations must meet minimum qualifications for the discipline/department in order to be employed on this basis. Initiator is responsible for verifying appropriate degree title and/or experience.
2. Anyone hired under emergency hire circumstances who is not evaluated by the end of their first semester of employment must go through the interview process to continue in the department's adjunct pool (they must also be "re-paf'd" as active adjunct with no duration date).
3. Emergency hire candidates cannot begin their assignment until this form is approved and returned to human resources and fingerprint clearance has been received

Adjunct Pool Information

1. Have you checked with Human Resources to see if any new Adjunct applications have been received that could cover this assignment? Yes No
2. When did you last interview and/or add Adjunct Faculty to your pool? _____ (Date)
 - a. Have you checked with any of your inactive Adjunct Faculty members to see if they are available to cover this assignment? (Please note that Adjunct Faculty members can be "reactivated" for up to four years without having to be reinterviewed) Yes No
 - b. Are any of your newly added Adjunct pool members available to cover this assignment? Yes No
3. Please justify in the space provided below why you feel that an emergency hire is needed to cover this assignment:

Approvals

(Your signature confirms that you agree that the department has followed all steps necessary to justify an emergency hire and that the minimum qualifications have been verified for the instructor on this request. Please include Employment Application/Transcripts verifying mq's when routing for approvals.)

Department Chair:

Signature

Date

Dean:

Signature

Date

Vice President:

Signature

Date

Academic Senate President:

Signature

Date

Human Resources:

Signature

Date

Comments (if applicable):