



Human Resource Services

Part-time Faculty Posting Request Form

Instructions: This form is to be used to request a posting for a Part-Time Faculty position.

1. Complete all sections, route for approval and return the request form to Human Resources.
2. The **Applicant Reviewer** will be the one responsible for the recruitment, working with Human Resources to create the posting, routing the applications and chairing the interviews.
3. The **Position Discipline** must be a discipline listed in the Minimum Qualifications Handbook as determined by the Chancellor's Office, California Community Colleges (<https://www.cccco.edu/-/media/CCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Minimum-Qualifications/ccco-2022-report-min-qualifications-a11y.pdf?la=en&hash=C250C473024B24162799C9E64C787EF7E50DC5C6>).

Contact Information	
Department:	Date:
Requestor:	Extension:
Department Chair:	Extension:
Applicant Reviewer:	Extension:

Position and Posting Details			
Position Discipline:			
Number of Positions:			
Is this posting/position for the Dual Enrollment Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Position Start Date:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:	<input type="checkbox"/> Continuous
How long do you want the position open to the public (not to exceed two years)?	(#)	<input type="checkbox"/> Months <input type="checkbox"/> Semesters <input type="checkbox"/> Years	

Salary Accounts for the position					
Letter	Account	Department	Program	Project Grant	%

Approval Signatures	
Approved by Dept. Chair/Director _____	Date _____
Approved by Dean _____	Date _____