



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](#).

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 _____