

Sample Scripts for Recruitment Chair Offering a Part-time Faculty Position

After interviews have been conducted, when a class **is** being offered:

On behalf of the hiring committee [OR On behalf of the _____ department], I would like to offer you the part-time faculty position for the _____ discipline. Congratulations. This job offer is tentative pending Governing Board approval and the completion of all pre-employment requirements. Human Resource Services will contact you with the information, including the instructions and forms you will need to complete all pre-employment requirements. In the meantime, here is a checklist of items that you can start working on immediately, and a checklist of items that will need to be completed for employment with Palomar College.

If you have any questions, please contact our Human Resources Specialist, [this will depend on your division – Tania Silva or Elena Fernandez] at [tsilva@palomar.edu or mfernandez@palomar.edu] or at 760-744-1150, extension [2148 or 3042].

After interviews have been conducted, when a class **is not** being offered:

*On behalf of the hiring committee [OR On behalf of the _____ department], I would like to know if you are interested in becoming an **unassigned** part-time faculty member for the discipline of _____. An **unassigned** part-time faculty member means that we currently do not have a class to offer you, but we would like you to complete the hiring process anyway. As with our other hires, any fees associated with the pre-employment requirements are non-refundable. The benefit to completing this process now is that you will be in our system to be called upon when we need you to teach either as a substitute or when a class becomes available. Are you interested in becoming an **unassigned** part-time faculty member?*

If the person wants to become an unassigned part-time faculty:

This offer is tentative pending the completion of all pre-employment requirements and Governing Board approval. Human Resource Services will contact you with the information, including the instructions and forms you will need to complete all pre-employment requirements. In the meantime, here is a checklist of items that you can start working on immediately, and a checklist of items that will need to be completed for employment with Palomar College.

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If the person doesn't want to become an unassigned part-time faculty:

Optional question – *Since we don't have a class to offer you at this time, would you like to be considered in the future if a class does become available?*

Thank you for your interest in employment with Palomar College.