

Interim Full-Time Faculty Hires - Guidelines for Hiring

The following is the result of collegial discussions: Ad-hoc subcommittee of the Academic Senate (11-5-2008), Academic Senate (11-18-2008), Chairs & Coordinators (12-4-2008)

The following guidelines are based upon three general “Levels of Urgency” –

- Substantial notice (able to initiate an outside search)
- Short notice (enough time to do interviews of existing associate faculty)
- Emergency (need to replace an instructor within a few days)

Proposed Process -

Upon approval of a temporary full-time faculty position in a department, the department will:

All Urgency Levels:

- Pull the current Seniority Report for associate faculty
- Determine needed coverage (which classes require coverage, possible flexibility existing full-time faculty schedules/loads, etc.)
- Determine which associate faculty have taught the classes that need to be filled
- Contact associate faculty who have taught the needed classes; determine who is interested (the Availability Form shall be modified to include availability for/interest in temporary full-time positions)
- Interested applicants will submit a letter of interest, in which they will reference any related experience at Butte and elsewhere

Substantial notice:

- Department may initiate full outside search for candidates, following full-time faculty hiring guidelines (particularly for two-semester hires)

Short notice:

- Interview interested applicants from the available associate faculty pool (preferably with the chair and two department faculty, minimum)

Emergency:

- Interview waived; only the requirements for “All Urgency Levels” apply

Criteria for Selection:

- Seniority (strong consideration)
- Competency/Currency in courses needing coverage
- Department and Dean affirmation of top three choices (may be done via email if time is short; department meeting is preferred)