PCCD GUIDE FOR HIRING PART-TIME FACULTY

OPTION 1: **Preferred Hiring Pool for Part-Time Faculty:** Part-time faculty in the preferred hiring pool are the #1 priority for available assignments. Link: http://web.peralta.edu/indev/part-time-faculty-workload/

OPTION 2: Online Part-Time Instructor Temporary Pool: The second option will be given to online applicants that meet all the minimum qualifications to teach at Peralta.
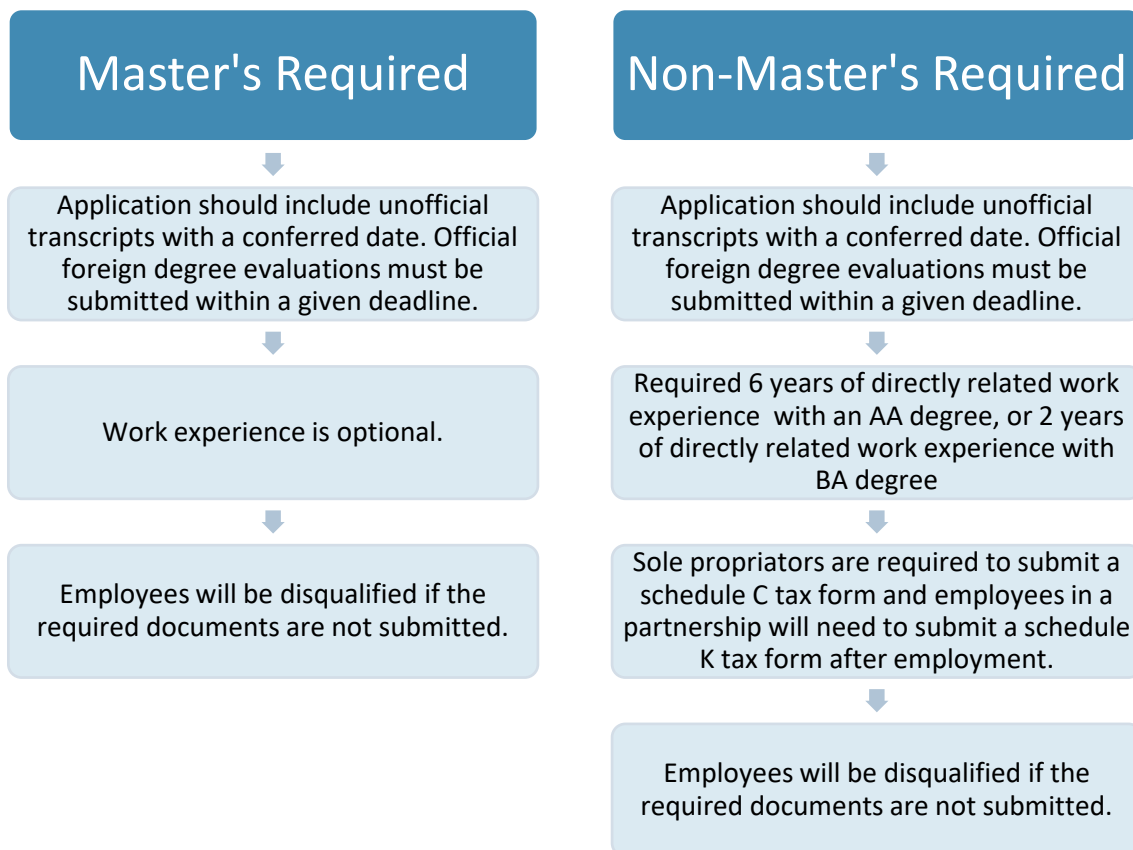
The following guide outlines the specific steps that help achieve an efficient hiring process.

1. Employee Submits an Online Application

- A new applicant must apply to the part-time temporary pool under a specific discipline.
- If a discipline is not available, then the applicant must apply to the **part-time instructor – general pool**. Link: https://peraltaccd.peopleadmin.com/postings/search

2. Generate a New Hire ePAF Request

- Hiring administrators must verify the applications for minimum qualifications (MQs)
  - Link to check minimum qualifications:
    https://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2019/CCCCO_Report_Min_Qualifications-ADA-Final.pdf

Master's Required	Non-Master's Required
Application should include unofficial transcripts with a conferred date. Official foreign degree evaluations must be submitted within a given deadline.	Application should include unofficial transcripts with a conferred date. Official foreign degree evaluations must be submitted within a given deadline.
Work experience is optional.	Required 6 years of directly related work experience with an AA degree, or 2 years of directly related work experience with BA degree
Employees will be disqualified if the required documents are not submitted.	Sole propriators are required to submit a schedule C tax form and employees in a partnership will need to submit a schedule K tax form after employment.
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- Create a new ePAF to be routed for campus approval
  - ePAF comment section must include:
    - **"New hire to teach (discipline). MQs verified. Application #CN000****"**
    - If **counseling**, then specify DSPS/EOPS or COUN
    - If hired through **FDIP,** please specify in the comments and submit the mentor mentee contract
    - If employee is going through **equivalency**, then specify in the comments and verify that the paperwork was submitted
  - <mark>ePAF will be returned and process will be delayed for the following conditions:</mark>
    - Transcript in application does not include the conferred date
    - Applicant does not meet MQs and equivalency process has not been initiated

3. Onboarding Appointment with HR

- Once a new hire ePAF is approved, HR will schedule an onboarding appointment with new employees.
- Minimum requirements for the onboarding appointment:
  - Live Scan
  - I9 documents (e.g., passport **or** social security card **and** ID)
  - TB test
- HR will collect documents from the employee and complete the salary placement.

4. Employment Activation in People Soft

- HR will enter the following in People Soft (PS) to active the employee's status and generate their employee ID number:
  - New employee information
  - Subject area/discipline
  - Employee salary
- Academic Specialists at each campus will enter the employee's workload into PS.

District IT receives a notice after an employee has been activated. New employees can contact IT for login credentials at helpdesk@peralta.edu. District IT will then set up basic PROMT access and an email account for new employees.

Please contact the PCCD Human Resources Office if you have any questions!