WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Administrative Procedures
Chapter 7– Human Resources

AP 7100  Commitment to Diversity
AP 7110  Delegation of Authority
AP 7120  Recruitment and Hiring
AP 7125  Verification of Eligibility for Employment
AP 7126  Applicant Background Checks
AP 7130  Compensation
AP 7145  Personnel Files
AP 7150  Evaluation
AP 7160  Professional Development
AP 7211  Faculty Service Areas, Minimum Qualifications and Equivalencies
AP 7212  Temporary Faculty
AP 7214  Part-time Faculty – Office Hours
AP 7215  Academic Employees: Probationary Contract Faculty
AP 7216  Academic Employees: Grievance Procedure for Contract Decisions
AP 7231  Seniority
AP 7232  Classification Review
AP 7233  Claims for Work Out of Classification
AP 7234  Overtime
AP 7235  Probationary Period – Classified Employees
AP 7236  Substitute and Short Term Employees
AP 7250  Educational and Classified Administrators
AP 7270  Student Workers
AP 7310  Nepotism
AP 7330  Communicable Disease
AP 7336  Certification of Freedom from Tuberculosis
AP 7337  Fingerprinting
AP 7340  Leaves
AP 7341  Sabbaticals
AP 7343  Industrial Accident and Illness Leave
AP 7344  Notifying District of Absence/Illness
AP 7345  Catastrophic Leave
AP 7346  Employees Called to Military Duty
AP 7347  Paid Family Leave
AP 7350  Resignations
AP 7355  Employee Complaints
AP 7360  Discipline and Dismissals - Academic Employees
AP 7365  Discipline and Dismissals - Classified Employees
AP 7370  Political Activity
AP 7371  Personal Use of Public Resources
AP 7380  Retiree Health Benefits – Academic Employees
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 7385</td>
<td>Salary Deductions</td>
</tr>
<tr>
<td>7400</td>
<td>Travel</td>
</tr>
<tr>
<td>AP 7500</td>
<td>Volunteers</td>
</tr>
<tr>
<td>AP 7510</td>
<td>Domestic Partners</td>
</tr>
<tr>
<td>AP 7600</td>
<td>District Police Department</td>
</tr>
<tr>
<td>7700</td>
<td>Whistleblower Protection</td>
</tr>
<tr>
<td>AP 7800</td>
<td>Emeritus Status</td>
</tr>
</tbody>
</table>
Human Resources

AP 7212  TEMPORARY FACULTY

References:
Education Code Sections 87481, 87482, 87482.5, and 87482.8

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15. The employment of these persons shall be based upon the need for additional faculty during a particular semester or year because a faculty member has been granted leave for a semester or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester because of the higher enrollment of students during that semester or quarter as compared to the other semester in the academic year, or because a faculty member has been granted leave for a semester or year or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters within any period of three consecutive years.

A person serving as temporary clinical nursing faculty may be employed for up to four semesters within any period of three consecutive years between July 1, 2007, and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit temporary faculty members to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

Associate Faculty
The need for associate faculty is determined by the respective colleges. Associate faculty are members of ACE and are subject to the collective bargaining agreement between the District and ACE.
**Temporary Faculty**

The need for temporary faculty (full-time) for a semester or annual basis is determined by the College President. The President or designee shall complete the online Personnel Requisition Form and obtain the appropriate approval through the Executive Management Team prior to any discussion of employment with a prospective person.

The benefits for the temporary faculty hired on a full-time basis and paid on the full-time faculty salary schedule are:

- Lowest cost medical plan for employee and eligible dependents at the time of employment. Temporary faculty may participate in other plans at their expense;

- Dental plan for employee and dependents

These procedures are subject to annual review by the Associate Vice Chancellor of Human Resources and the Executive Management Team. The coverage is subject to change contingent on the faculty collective bargaining agreement. Temporary faculty are not part of the ACE collective bargaining agreement.

Temporary faculty are not eligible for life insurance, long-term disability or state disability insurance.

---

**Date Approved: January 18, 2012**

*Replaces current WVMCCD Procedure 3.4.4*