

GET THE JOB!

Presentation by the Adjunct Faculty Issues Committee

AFT 1521 Los Angeles College Faculty Guild

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Why Are Over 150 New FT Faculty Being Hired for Fall 2015?

- More money from Prop 30 and State tax revenues
- The improving community college budget
- Districts have a Faculty Obligation Number (FON)
- FON = ratio of FT faculty to PT faculty (also impacted by size of student population)
- Retirees need to be replaced with new hires

How Are New Positions Allocated?

○ Determined at each campus:

- FT retirements, FTES growth, program needs, Ed Master Plan, financial resources, # of adjuncts in the dept.
- Each college has a faculty hiring prioritization procedure; final approval rests with the college president
- State mandated accreditation requirements (e.g. nursing, counseling, radiologic tech).

Finding Out About Jobs

- Check the District site daily! Most are being posted in January and February

<https://laccd.peopleadmin.com/postings/search>

- Register with CCC Registry and check the site frequently for jobs in other districts

www.cccregistry.org

Application Process

- Application period is a minimum of six weeks – check the deadlines on the District site
- Required material: Cover letter, LACCD Job Application form, academic transcripts (copies acceptable initially), three references, other requested items (e.g., VOE= verification of experience)
- Make sure that you have the minimum quals. See:
<https://www.laccd.edu/Employment/Documents/District-Minimum-Qualification-Chart.pdf>

Your Application

- Make sure your cover letter clearly addresses EACH of the required and desired qualifications.
- Make your cover letter is succinct and to the point – preferably no longer than one page.
- Include your transcripts and final degree in the packet (copies OK).
- Your CV should be targeted to the position – stress your teaching experience.
- Choose suitable references (e.g., current and former employers in education).

How are Interviewees Chosen from Qualified Applicants Who Apply?

- Minimum Quals, Cover letter & CV are key
- Minimum of five applicants must be interviewed
- Two interviewees must be current adjunct faculty in the LACCD with seniority in that discipline.
- At least two, of those interviewed, must be submitted to the college president for the final interview; he/she makes the final hiring decision.

Preparing for the Interview

- Learn all you can about the college and the department.
- Check the college catalogue to find out what degrees or certificates the department offers.
- Look at the schedule of classes for the courses taught. The course outlines and SLOs may be found on the college website or in the District ECD system.
- Seek out an “insider” at the college for insight into the department , college and student culture.
- Practice answering possible questions (see handout). Keep answers short and to the point.

The Interview

- Dress appropriately! Be on time!
- Each candidate will have the same amount of time, be asked the same questions, and be given the same due process by the committee.
- When you are introduced to the committee, make eye contact and greet each member. Department members want to hire a colleague who will be great to work with, someone friendly and enthusiastic.
- Study and prepare to answer commonly asked questions (see handouts).
- There may be a timed writing component to the interview.

The Teaching Demonstration

- Candidates are usually allotted 15 minutes for demonstration. Choose a topic you can cover in that amount of time.
- Ask for student names, Make eye contact
- Present an outline of your topic at the outset.
- Use a white board, multi-media or other tools (if available).
- Use humor , if appropriate. and encourage student engagement
- Suggest where additional information or help can be found (including your office hour).

Closing and Followup

- Thank the hiring committee for their time.
- Follow up with a thank you e-mail or note to members of the committee within a day or two.
- It may take time before you hear anything.
- After three weeks with no response you may wish to follow up again.

Final Interview

- The final interview will be with the college president and/or a high ranking administrator.
- The president may decide to reject all the candidates sent forward by the committee and reopen the position for new interviews.
- The president may decide that the college does not have the funds to move forward on a new hire.
- You may get the job – Congratulations!

What Next?

For the Successful Candidate

- Salary determined by District/Guild contract
- Make sure to submit all transcripts for ALL courses taken (for degree and beyond) as part of the rating-in process for salary placement
- Your first year's teaching schedule may have already been set.
- Familiarize yourself with the District contract and the college's faculty handbook.
- You will be a probationary faculty member for four years.

What Next?

For the Unsuccessful Candidate

- Don't give up ! There is a lot of new hiring going on right now – apply elsewhere.
- You may lose some or all of your adjunct assignments if your department hires a new full-timer.
- Get involved in campus or college work that interests you at a campus that may be hiring.
- Network through faculty organizations to find other job opportunities.

THE END
QUESTIONS?