

# MT. SAN ANTONIO COLLEGE

## Human Resources

### ADJUNCT POOL REQUEST

Mt. San Antonio College Human Resources (HR) has developed a process for establishing hiring pools for **temporary, part-time** faculty employees (adjunct) who are available to work on an as-needed basis. The adjunct hiring pool is used to acquire qualified, available adjuncts on an ongoing as-needed basis for the department identified. The recruitment and selection process is compliant with the District's Equal Employment Opportunity (EEO) Plan and with Administrative Policy (AP) 7120, Recruitment and Hiring: Faculty.

#### Instructions:

1. Requesting Chair completes and submits packet (*Adjunct Pool Request, Adjunct Posting Template, member agreement*) to the Dean for approval.
2. The Dean forwards to Human Resources (HR Faculty Hirings, [HRFacultyHirings@mtsac.edu](mailto:HRFacultyHirings@mtsac.edu))
3. List position details below:

Discipline/Title: \_\_\_\_\_ Beginning Semester: \_\_\_\_\_  
Department: \_\_\_\_\_ Division: \_\_\_\_\_  
Department Chair: \_\_\_\_\_ Division Dean: \_\_\_\_\_  
Contact Person(s): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

4. Post adjunct pool online for:

Fiscal Year (July 1 – June 30)  Other \_\_\_\_\_

5. The minimum required documents are an online application and awarded/conferred transcripts. If you want to **require** any of these documents, please check the boxes:

Cover letter  Letter of Recommendation 1  Letter of Recommendation 3  
 Resume/CV  Letter of Recommendation 2

**NOTE:** Although documents are marked required, the committee will be receiving all applications submitted. Human Resources will not be reviewing documents for minimum qualifications or required documents until the new hire packet for the recommended hire(s) is submitted to Human Resources. Therefore, it is the Division/Department responsibility to ensure all applicants hired meet the minimum required qualification in accordance with the State Chancellor's Office.

**PLEASE NOTE:** if an applicant is submitting an equivalency request, the equivalency must be reviewed and approved by Academic Senate before they are hired. It is the Division/Department's responsibility to notify Human Resources if they intend to hire someone with an equivalency. Human Resources will facilitate the equivalency review with Academic Senate.

6. List all person(s) requiring access to the online applications: *anyone requiring access to the online applications will need to review, sign and return the Screening and Selection Committee Member Agreement Forms (attached) prior to receiving access to the online applications. (ALL MUST BE CURRENT WITH THEIR SELECTION COMMITTEE/EEO REPRESENTATIVE TRAINING OR SCHEDULED TO ATTEND THE NEXT TRAINING, PLEASE VISIT [WWW.MTSAC.EDU/POD/CALENDAR](http://WWW.MTSAC.EDU/POD/CALENDAR)).*

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Email: \_\_\_\_\_

Request submitted by: \_\_\_\_\_  
Print name and title Date

Division Dean's Signature (*Required*): \_\_\_\_\_  
Date



PART-TIME FACULTY  
EMPLOYMENT OPPORTUNITY

Adjunct Pool for Professor of \_\_\_\_\_ (Please indicate discipline)

**MAJOR DUTIES & RESPONSIBILITIES**  
(Please number duties and responsibilities)

**REQUIRED QUALIFICATIONS (Human Resources will add state minimum qualifications)**

Required qualifications are pulled directly from the Minimum Qualifications for Faculty and Administrators in California Community Colleges' State Chancellor's Office ([https://asccc.org/sites/default/files/Minimum\\_Qualifications2018.pdf](https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf)). Please indicate the Discipline and page number the MQs may be located.

**PREFERRED QUALIFICATIONS (If adding preferred qualifications, please number)**

1. Communicate effectively to students orally and in writing

List contact information:

Contact Name: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (909) 274-\_\_\_\_\_

# Mt. San Antonio College

## Human Resources

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### Screening and Selection Committee Member Agreement

The District's screening and selection (*recruitment*) processes are designed to be compliant with the Title 5 of the California Code of Regulations (Section 53000 et. Seq.), the District's Equal Employment Opportunity (EEO) Plan, and its related policies and procedures. The screening and selection process is designed to ensure that all qualified individuals have a full and fair opportunity to compete for hiring and promotion; enjoy the benefits of employment with the District; reflect the District's commitment to equal opportunity; and the elimination of bias in hiring. As a screening and selection committee member, you are a member of a group of individuals formed for purposes of assisting the responsible administrator in screening and selecting candidates for a position within the District through recommending a candidate or candidates for consideration for a District position. As a committee member you, in coordination with Human Resources, shall ensure that the selection process (inclusive of any employment examinations, demonstrations, and interviews) is accessible, free of bias, and allows for the hiring of candidates who can contribute to and effectively communicate in a diverse community.

#### **As a member of the District's Screening and Selection Committee, I agree:**

- a. To develop screening techniques, such as screening criteria, interview questions, and/or applicant demonstrations, that are based solely on job-related measures<sup>1</sup>.
- b. To immediately inform the committee as a whole if I believe that an applicant(s) is not receiving fair and equitable treatment during the screening and selection process and/or if I believe non-job related measures and/or bias have been introduced into the screening and selection process. These concerns should specifically be addressed to the EEO Representative, and can be brought to the EEO Representative outside of a committee meeting if necessary to resolve the issue. These concerns may also be brought to the attention of a Human Resources Manager (the Director of EEO Programs, the Director of Human Resources Operations and Employee Services, and the Vice President of Human Resources) as necessary to escalate or resolve the concern.
- c. To remove myself from any screening and selection process in which I am biased either in favor of or against an applicant for the position. Specifically,
  1. I am not related by blood or marriage to any applicant for the position;
  2. I do not have a personal or financial relationship with any applicant that would prevent me from being objective during the screening process.
- d. To screen application materials solely on the information provided by the applicant at the time of application, and not to apply my beliefs or personal knowledge about an applicant's employment history, knowledge, skills, and/or abilities in the screening process; AND, to contact a Human Resources Manager if I believe an applicant(s) have provided false information in their application materials and/or the interview process.
- e. To ensure that for all positions meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

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<sup>1</sup> **Job-related measures** are those measures that are used during the screening and selection process to assess individual applicant's possession of knowledge, skills, and/or abilities that are 1) listed on the job posting, 2) directly related to position being filled, 3) necessary to successfully perform the essential functions of the position being filled. Job-related measures are used by the Screening and Selection Committee to develop screening and selection criteria and interview questions, and may also be used to develop job related employment tests/examinations. For example, to assess a potential faculty member's teaching, selection criteria, questions, and an in-person demonstration may be used to assess an applicant's knowledge, skills, and abilities related to classroom teaching. However, criteria related to a potential faculty member's Grade Point Average, specific type of institution from which they gained undergraduate or graduate education, and grades earned in courses that are not related to the subject areas of the teaching assignment would not be job related and could not be used as part of the screening and selection process.

- f. To ensure that for all faculty and administrative positions meaningful consideration is given to the extent to which applicants demonstrate knowledge of multi-culturalism, of training in cultural proficiency, and knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination in ways relevant to the specific position.
- g. To uphold the District's EEO Plan and Hiring Policies, and to raise and direct questions or concerns regarding my responsibilities under these District policies as they arise to the HR designee, EEO Representative, and/or a Human Resources Manager if and when they arise.
- h. To not disclose applicant information, such as:
  - 1. the fact that an individual is an applicant for this position,
  - 2. applicant rating information, and/or
  - 3. committee member's assessments of applicants outside of committee meetings where this information is specifically discussed for the purpose of screening.
  - 4. Specifically, I agree not to release information to any non-authorized person (non-committee member) regarding the following:
    - Written materials turned in by the applicant or evaluations made by the committee members about applicants.
    - Oral discussions by or about applicants or committee members during or following the interview process, and
    - Any other information related to the committee's deliberations and recommendations.
- i. To direct any questions from an applicant or individual who is not on the committee to Human Resources for response. Specifically, if I am asked by an applicant or other individuals about the progress or the actions of the committee or its individual members, such as reasons for not forwarding a candidate through the process, I will tell the individual or individuals that 'I've signed an agreement that prohibits me from sharing this information, and these questions may be directed to Human Resources.'

**Acknowledgement and Signature**

I understand that as a member of the District's screening and selection committee, I may be held personally responsible and liable for any unauthorized disclosure of information and/or violation of District policies.

I agree to comply with equal employment opportunity laws, procedures, policies and practices to ensure compliance with the selection process. I understand that the EEO Representative may stop the applicant screening or interviewing process at any time based on alleged discrimination against one or more candidates or if deviation from District employment procedures has occurred.

In addition to agreeing to the items listed above, by signing below, I acknowledge that as a member of the screening and selection committee for this position, I am subject to corrective/disciplinary action for not following the District's hiring policies, as described above, and may be held personally liable for not upholding my responsibilities under the District's polices and equal and fair employment practices.

\_\_\_\_\_  
(Signature of Committee Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Recruitment Title)



# ON-LINE APPLICANT TRACKING SYSTEM



**COMMITTEE MEMBER**  
TRAINING PRESENTATION

# INTRODUCTION

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Welcome to the Mt. San Antonio College online employment Application Tracking System (ATS). Human Resources has implemented this system to automate many of the paper-driven aspects of the recruitment process.

You will use this system to:

- View applications via the web at anytime
- Complete paper screening

The system is designed to benefit you by facilitating:

- Faster processing of recruitment information
- Up-to-date information regarding the status of Request(s) to Fill (recruitment schedule, number of applicants, etc.)
- More detailed screening of Applicants' qualifications - before they reach the interview stage

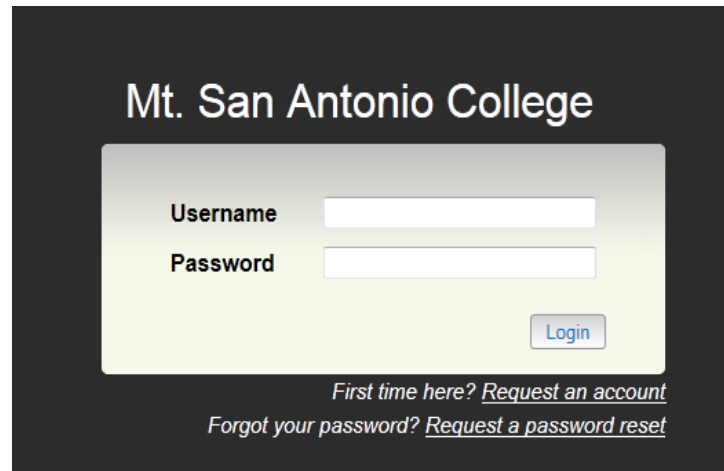
Human Resources has provided training materials to assist with your understanding and use of the system.

Please contact us for assistance by calling extension 4225.

# GETTING STARTED

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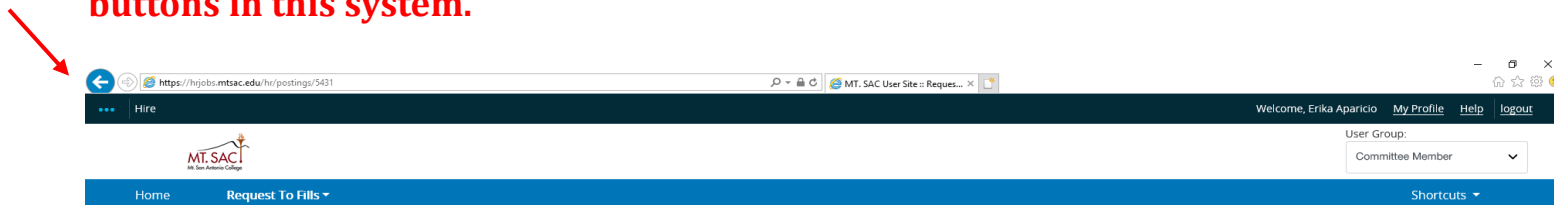
After entering the URL (<http://hrjobs.mtsac.edu/hr>), the “login screen” for the system will appear:



The image shows a login screen for Mt. San Antonio College. At the top, it says "Mt. San Antonio College". Below that is a light green box containing two input fields: "Username" and "Password". To the right of the "Password" field is a "Login" button. Below the input fields, there are two links: "First time here? [Request an account](#)" and "Forgot your password? [Request a password reset](#)".

Before you may enter the site, you must create your own account by clicking on the “**Request an account**” link on the screen. After you click this link, the following screen will appear:

**Please note: You will need to use your web browser’s forward and back buttons in this system.**



# CREATING A USER ACCOUNT

Mt. San Antonio College

Required fields are indicated with an asterisk (\*).

Please enter the following information to request an account.

\* Username  Must be between 6 and 20 characters

\* Password  Must be between 6 and 20 characters

\* Confirm Password

\* First Name

\* Last Name

Employee ID

\* Title

\* Phone Number/Extension

Comments

\* Email

\* Department:

Requested Group

Enter a user name and password, along with the rest of the requested information.

**Please write down your user name and password. You will need them each time you log in to the system.**

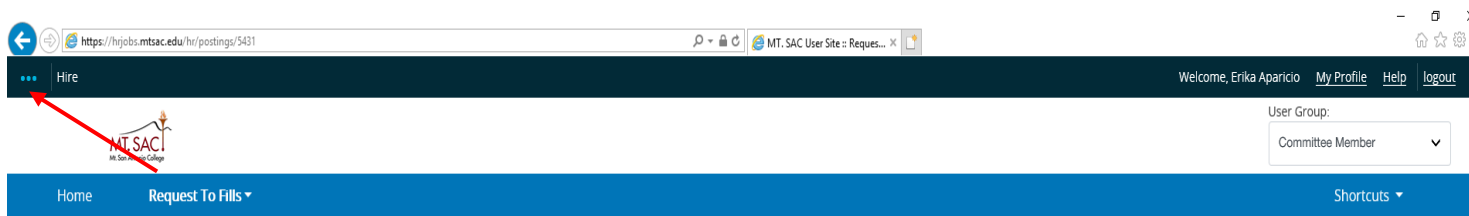
After completing this form, click **Save**. Your request will be sent to Human Resources to approve or deny your account.

**Human Resources will notify you via e-mail that your request has been accepted or denied. If accepted, you will then be able to log into the system with your user name and password.**



# LOGGING IN

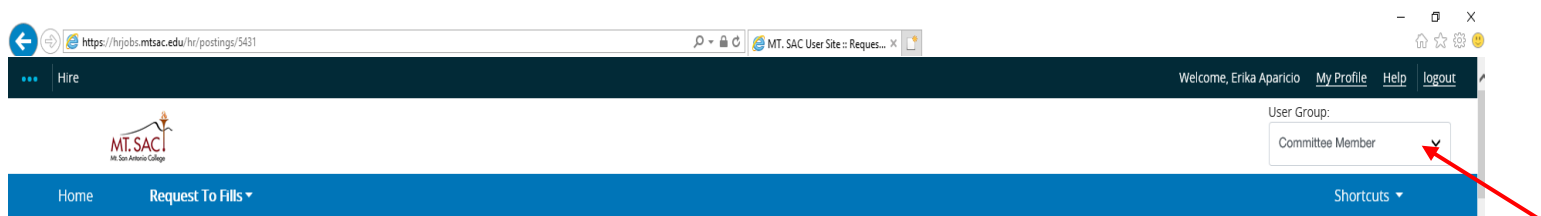
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Once you log in, you will see the screen above. As a Committee member, you will have a drop down menu with category options in the navigation bar on the top right:

- Applicant Tracking Systems
- Position Management
- Employee Records

**You will need to be in the “Applicant Tracking System” module to view the applications.**



**Please make sure that you are logged in as a “Committee Member.”** Click on the drop down box and select committee member if not set up as the default view.

# VIEWING YOUR REQUESTS TO FILL

Click on the “**Request to Recruits**” tab to view the job postings of the positions you are currently serving on a committee for. Human Resources will assign you as a Committee Member for the specific Request to Fill (positions) that you are serving on.

- Classified/Management
- Faculty
- Adjunct/Temporary

The screenshot displays the MT.SAC Online Recruitment System interface. At the top, the MT.SAC logo is visible on the left, and the user group is set to 'Committee Member' on the right. The navigation bar includes 'Home' and 'Request to Recruits' (indicated by a red arrow). Below the navigation bar, the main content area is divided into several sections:

- Inbox:** A search bar with the text 'SEARCH' and a 'Filters' button. Below the search bar, it states 'There are no results to be displayed.'
- Watch List:** A search bar with the text 'SEARCH' and an 'Unwatch Postings' button. Below the search bar, it states 'there are no results to be displayed.'
- 0 Active Applicants:** A summary card showing '0' active applicants. A legend below indicates 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple).
- 2 Committees Served By Department last 365 Days:** A summary card showing '2' committees served by the department in the last 365 days, accompanied by a blue donut chart.

To view the details of the job posting and to access the applications, you may click of the position title or use the individual **Actions** link to **View Request to Fill/View Applicants**.

Open Saved Search ▾ Search:  Search More search options

Ad hoc Search CLASSIFIED Management

Saved Search: "Management" (3 Items Found) Actions

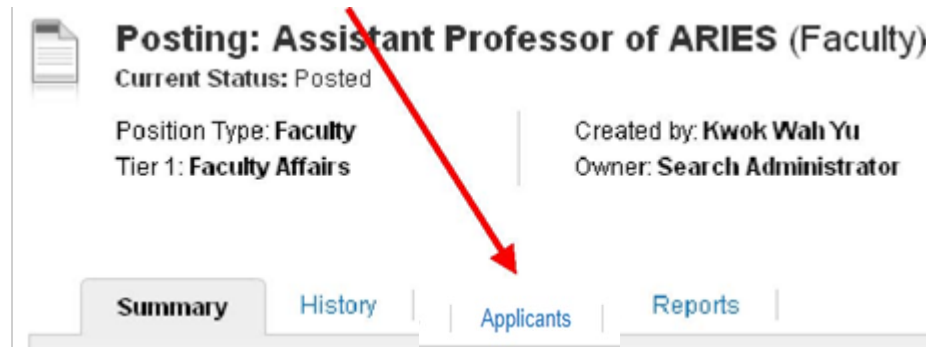
<input type="checkbox"/>	Job Description Title	Requisition Number	Job Category	Time (Percent Time)	Active Applications	Open Date	Closing Date	Department	Recruiter:	Workflow State	(Actions)
<input checked="" type="checkbox"/>	Associate Vice President, Fiscal Services - Revised/Extended	201112066	Management	100%	23	04/02/2012	06/04/2012	Fiscal Services	Nancy Gordien	Closed/Removed from	Actions ▾ GENERAL View Request To Fill View Applicants
<input type="checkbox"/>	Associate Dean, Counseling Executive Director of	201112071	Management	100%	55	04/30/2012	05/31/2012	Counseling	Nancy Gordien	Closed from	TRACKING Stop Watching
<input type="checkbox"/>	Development & the Mt. San Antonio College Foundation	201112056	Management	100%	10	02/06/2012	03/07/2012	Foundation Office	Zaira Jimenez	Closed from	

## Committee Documents

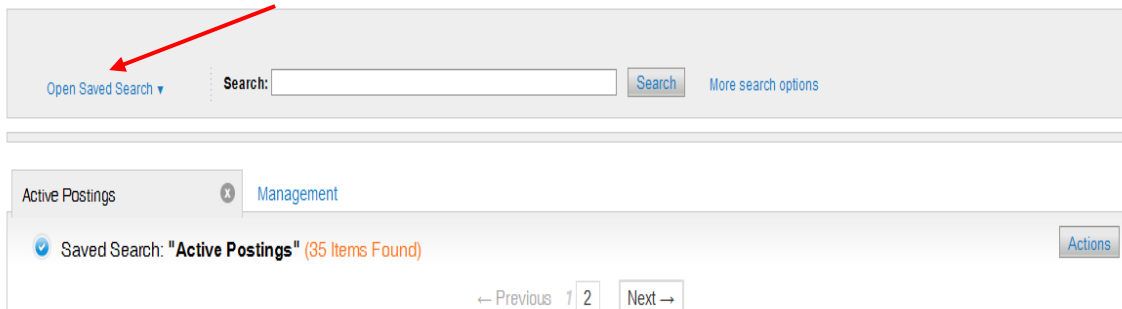
The approved **Applicant Screening Criteria** spreadsheet (Excel file) will be emailed to each committee member by the assigned recruiter. Evaluate each candidate on each criteria and transfer your recommendation scores to the **Applicant Screening Criteria** spreadsheet and submit to the recruiter by the **deadline**.

# VIEWING APPLICANTS TO YOUR REQUESTS TO FILL

Click on “Applicants” link to view the list of applicant.



## Main Request To Fills



If the list of applicants is not showing, click on “Saved Search” then click the appropriate saved search, typically **Under Review by Committee** in order to view list of applicants that have been moved forward for the committee to review. Please note: Candidates' names **will not** be alphabetically.

# VIEWING APPLICANTS TO YOUR REQUESTS TO FILL

In order to view the application and documents, click on the box next to the applicant's name.

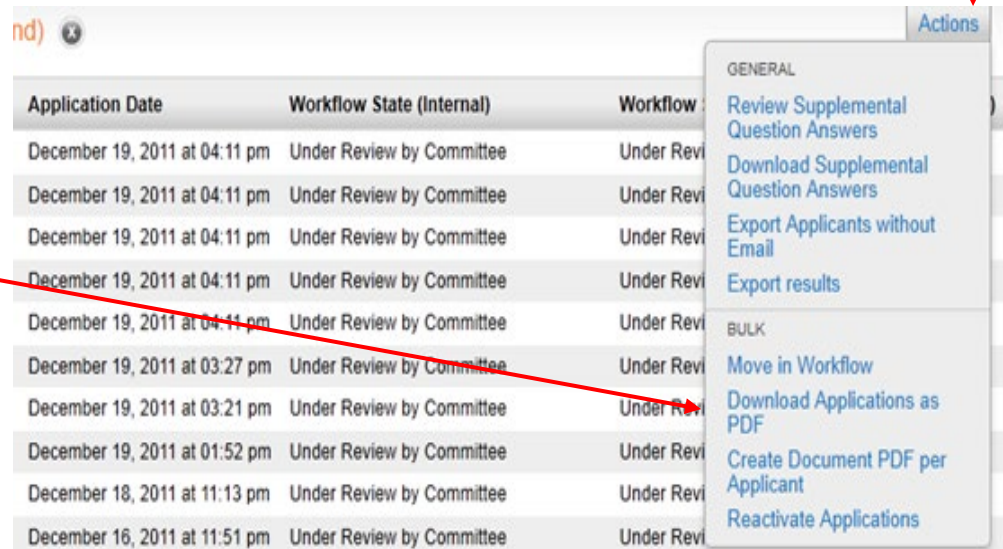


Saved Search: "Default View" (2 Items Found)

<input type="checkbox"/>	Last Name	First Name	Application Date	Documents	Workflow State (Internal)
<input checked="" type="checkbox"/>	Doe	John	September 06, 2011 at 03:35 pm	Curriculum Vitae, Statement of Teaching Philosophy, Statement of Research, Cover Letter	Application Received
<input checked="" type="checkbox"/>	Smith	Jane	September 06, 2011 at 03:41 pm	Curriculum Vitae, Statement of Teaching Philosophy, Statement of Research	Application Received

Click the "Actions" button to your right, above the applicants.

Click on "Download Applications as PDF"



nd) ⌵ Actions

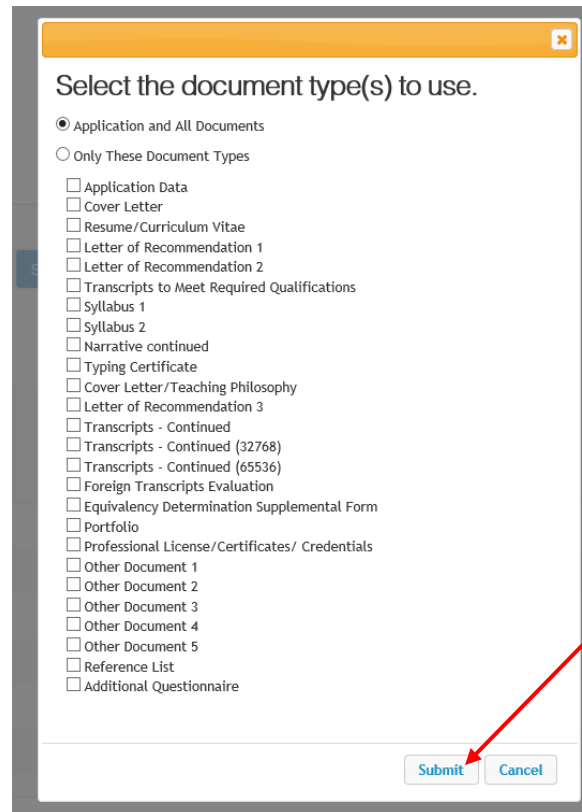
Application Date	Workflow State (Internal)	Workflow
December 19, 2011 at 04:11 pm	Under Review by Committee	Under Review
December 19, 2011 at 04:11 pm	Under Review by Committee	Under Review
December 19, 2011 at 04:11 pm	Under Review by Committee	Under Review
December 19, 2011 at 04:11 pm	Under Review by Committee	Under Review
December 19, 2011 at 04:11 pm	Under Review by Committee	Under Review
December 19, 2011 at 03:27 pm	Under Review by Committee	Under Review
December 19, 2011 at 03:21 pm	Under Review by Committee	Under Review
December 19, 2011 at 01:52 pm	Under Review by Committee	Under Review
December 18, 2011 at 11:13 pm	Under Review by Committee	Under Review
December 16, 2011 at 11:51 pm	Under Review by Committee	Under Review

- GENERAL
  - Review Supplemental Question Answers
  - Download Supplemental Question Answers
  - Export Applicants without Email
  - Export results
- BULK
  - Move in Workflow
  - Download Applications as PDF
  - Create Document PDF per Applicant
  - Reactivate Applications

# VIEWING APPLICANTS FROM YOUR REQUESTS TO FILL

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Another menu will appear asking which document type(s) you would like to use. **Click on “submit”** since it is already defaulted to application and all required documents.



Select the document type(s) to use.

Application and All Documents

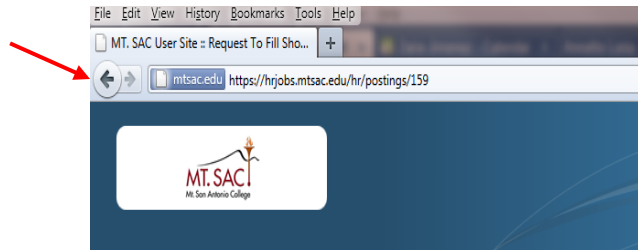
Only These Document Types

- Application Data
- Cover Letter
- Resume/Curriculum Vitae
- Letter of Recommendation 1
- Letter of Recommendation 2
- Transcripts to Meet Required Qualifications
- Syllabus 1
- Syllabus 2
- Narrative continued
- Typing Certificate
- Cover Letter/Teaching Philosophy
- Letter of Recommendation 3
- Transcripts - Continued
- Transcripts - Continued (32768)
- Transcripts - Continued (65536)
- Foreign Transcripts Evaluation
- Equivalency Determination Supplemental Form
- Portfolio
- Professional License/Certificates/ Credentials
- Other Document 1
- Other Document 2
- Other Document 3
- Other Document 4
- Other Document 5
- Reference List
- Additional Questionnaire

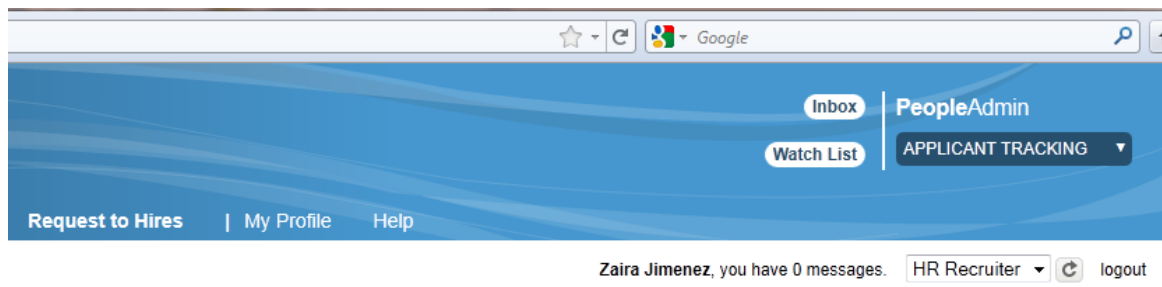
# IMPORTANT INFORMATION

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- Sometimes users will close out the browser using the large X in the upper right hand corner and this is not recommended. To view the next application, click on the back arrow and follow the previous steps.



- **LOGGING OUT** - To ensure the security of the data provided by applicants, **the system will automatically log you out after 15 minutes if it detects no activity.** Logout of the system by clicking on the logout link located on the bottom left side of your screen.



- **Please do not print application materials from the website.**