



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations
3041 West Avenue K, Lancaster, CA 93536
(661) 722-6311

ADJUNCT INSTRUCTOR POSITION

Antelope Valley College invites applications for our adjunct (Temporary, part-time) faculty applicant pool for the following discipline:

POSITION: Auto Body Technology Instructor

SALARY: Placement on the applicable salary schedule is commensurate with education.
Salary Schedule E - \$1,168.26 - \$1,426.82
Adjunct instructors are hired on a semester basis and are paid per lecture hour equivalent (LHE).

DEADLINE: Continuous
(Immediate need for the 2017 spring semester and to establish a Pool)

Required Minimum Qualifications:

(Applicant must meet one of the following requirements)

- **Most current Minimum Qualifications for Faculty in California Community Colleges (10th edition):**
Any Bachelor's degree **AND** two years of experience **OR** any Associate degree **AND** six years of experience.
(Academic Affairs Division, California Community Colleges)
- **Academic Senate's approved equivalency:** (Approved: December 5, 2013 Senate Meeting) College work, military training, or nationally recognized certifications equivalent to a Baccalaureate degree and two years of related occupational experience in the discipline; or, college work, military training, or nationally recognized certifications equivalent to an Associate degree plus six years of occupational experience related to the discipline, **OR**
- Eight years of experience in the collision repair occupation, two years of which must have included assignment as a supervisor, instructor, trainer or owner of a collision repair business.

AND a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (Assembly Bill 1725; Education Code 87360).

Duties:

- Instruct students in the assigned discipline
- Assignment may include teaching courses during the day, evening, and/or off-campus sites

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position.

In order to be considered for placement in the adjunct hiring pool, **ALL** of the following materials must be provided. If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **Adjunct Faculty Application**.
Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. A personal résumé.
3. Two current signed and dated letters of recommendation from individuals having knowledge of your professional experience.
4. Transcripts* of **ALL** college work that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.
 *Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.
 For more information please go to: <http://www.avc.edu/administration/hr/employment.html>
5. **For those disciplines with established Academic Senate's approved equivalency; complete the Supplemental Equivalency Request form (if applicant is applying based on an equivalency and is requesting review, a blank form is provided with the application).**

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



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Office of Human Resources
 3041 West Avenue K
 Lancaster CA 93536
 (661) 722-6311
 Voice/Relay, (661) 722-6300 ext. 6360
 Office hours: Monday-Thursday (7:30am – 6:00pm)
 Friday (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.
 Unsolicited materials will not be included.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.

SUPPLEMENTAL EQUIVALENCY REQUEST

To be used ONLY when requesting equivalency evaluation.

Applicant's Name (please print)

Division/Department

**Please carefully review the approved equivalency for this discipline
and provide documentation for those areas requiring verification**

1. Degree

Discipline for which you claim equivalency): _____

2. Educational Preparation

Indicate the educational preparation on which you base this claim for the discipline (major):

3. Relevant Courses*

Indicate the relevant courses you have taken or other objective evidence that verifies you have the equivalent of the General Education portion for a college degree: _____

4. Work Experience**

Describe in detail what you believe establishes equivalency to the minimum qualifications. If you are using work products or other objective items that cannot be submitted, provide *detailed* information from objective sources about the nature of this work product or experience: _____

*Unofficial transcripts or photocopies of transcripts will be accepted to establish equivalency. However, official transcripts will be required if the candidate is offered the position.

**If you are using publications or other objective work products, you must submit documentation; if not possible, please explain.