



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ADJUNCT HIRING POOLS

Antelope Valley College accepts applications for its adjunct hiring pools on an on-going basis. Staff in the appropriate division will review applications received in accordance with the district's guidelines. Upon approval by staff in the division, the application will be placed in the hiring pool. In accordance with California Community College Minimum Qualifications, a Master's degree or the equivalent, where applicable, in the discipline is required to teach at the California community college level. Some vocational courses require either an A.A. degree + 6 years of experience or a Bachelor's degree + 2 years of experience. A valid California Community College credential in the discipline will be accepted as meeting the minimum qualifications.

The California Community College Minimum Qualifications document can be accessed on the human resources page of the AVC website at www.avc.edu.

While the district accepts applications on an on-going basis for all divisions, there may be an urgent need for instructors in specific disciplines prior to the beginning of a semester. Advertisements will be placed in various publications calling for applications for those disciplines.

Adjunct instructors are hired on a semester basis and are paid per *lecture hour equivalent (LHE)* as listed below:

<u>Less than master's degree</u>	<u>(per LHE)</u>	<u>Master's degree</u>	<u>(per LHE)</u>
Lecture & Lecture/Lab courses	\$ 999.98	Lecture & Lecture/Lab Course	\$1058.19
Lab courses	\$1241.11	Lab Courses	\$1310.77

The total semester salary is divided into 5 equal paychecks over the semester beginning in October for the fall semester and March for the spring semester.

Application Guidelines

In order to be considered for placement in the adjunct hiring pools, *all* of the following materials must be provided:

1. Completed Adjunct Application (please do not state "See Résumé")
2. Résumé
3. Transcripts of all college work from an accredited institution (photocopies are acceptable for the initial application process)
4. Two current letters of recommendation

Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service at the applicant's expense.

All materials must be returned to:
Office of Human Resources
Antelope Valley College
3041 West Avenue K, Lancaster CA 93536
(661) 722-6311
www.avc.edu

Faxed or e-mailed material cannot be accepted

References

Please list at least three references from individuals who have first-hand knowledge of your ability, character, personality, and scholarship.

Name	Address/Phone	Title
1.		
2.		
3.		

Special Qualifications

Please list special studies, honors, offices held, special abilities, or other information you feel would be helpful in considering your application for employment.

It is the policy of Antelope Valley College to contact present and former employers to verify employment and to obtain information regarding your qualifications.

Antelope Valley College reserves the right to contact institutions regarding validity of transcripts provided by the applicant.

I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief. If selected for a position, I understand I must submit official transcripts of all college work and agree to fingerprinting to be submitted to law enforcement agencies. I understand candidates for employment must provide proof of eligibility of work authorization in the U.S. pursuant to INS regulations.

Signature

Date

Falsification of any part of this application will be cause for rejection.



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This form is to be completed only if you do not currently possess the minimum qualification requirements as provided in the job announcement and there are equivalent qualifications on the announcement.

SUPPLEMENTAL APPLICATION MATERIAL
Equivalent Qualifications

Please provide information necessary to make a determination that you have qualifications that are equivalent to the minimum qualifications as stated on the job announcement.

Please print or type

Name: _____

Position applying for: _____

Education:

Experience:

Other (books, publications, awards, eminence, etc.)



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Pre-employment Data

Please provide the following information. This information will not be used or viewed during any part of the application process. It is gathered for mandated equal employment opportunity compliance research purposes only.

Position applied for: _____

Date: _____

Race & Ethnicity:

- | | |
|------------------------------|--|
| _____ Chinese | _____ Black, Non-Hispanic |
| _____ Asian Indian | _____ Filipino |
| _____ Japanese | _____ Hispanic |
| _____ Korean | _____ American Indian/
Native Alaskan |
| _____ Laotian | _____ White, Non-Hispanic |
| _____ Cambodian | Other: _____ |
| _____ Vietnamese | |
| _____ Other Asian | |
| _____ Guamanian | |
| _____ Hawaiian | |
| _____ Samoan | |
| _____ Other Pacific Islander | |

Gender:

- _____ Female (1)
- _____ Male (2)

Advertisement:

How did you find out about this job?

- _____ Antelope Valley Press
- _____ Chronicle of Higher Education
- _____ Friend/Relative/Antelope Valley College Employee
- _____ Job Fair (LAX)
- _____ Job Fair (San Francisco)
- _____ Other (Please indicate source below):
- Trade or Professional Publication: _____
- Community Organization: _____
- Other Internet Web site: _____