

CERRITOS COMMUNITY COLLEGE DISTRICT

RECOMMENDATION FOR EMERGENCY EMPLOYMENT OF  
TEMPORARY PART-TIME FACULTY EMPLOYEE

This form is to be completed and submitted by the Department Chairperson and Division Dean when making a recommendation for an "emergency" hire. Emergency hire is defined as the employment of a qualified adjunct faculty who was not recruited according to CCR §53021. The recommendation is to be prepared, submitted, and considered in accordance with the procedures for processing "emergency" employment recommendations.

Name of candidate recommended: \_\_\_\_\_

Discipline/area of assignment: \_\_\_\_\_

Semester of assignment: \_\_\_\_\_

(Cannot exceed two consecutive semesters unless a "satisfactory" evaluation has been completed within the Academic year. After the second semester the applicant must participate in a hiring pool.)

Minimum Qualifications and Local Standards for hire in this position (see Human Resources website)

Describe the candidate's specific qualifications in relation to each of the Minimum Qualifications for hire listed above:

Description of circumstances justifying the "emergency" employment recommendation (attach additional sheets if necessary):

Attach copies of the candidate's completed District Application Form, Resume, Transcripts, and other documents supporting this recommendation.

The undersigned have reviewed the qualifications of the above candidate and hereby certify that he/she possesses the minimum qualifications to serve in this position on an "emergency" basis.

\_\_\_\_\_  
*Signature of Department Chairperson (or designee)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Division Dean*

\_\_\_\_\_  
*Date*

Faculty Senate Action

Meets Minimum Qualifications

Needs Equivalency (only applies to Master's degree disciplines)

\_\_\_\_\_  
*Signature of Faculty Senate President or Designee*  
(Faculty Senate Vice President, Faculty Senate Secretary, or Hiring Standards Chair)

\_\_\_\_\_  
*Date*

HR ONLY	
Date Received:	Verified <input type="checkbox"/> Yes <input type="checkbox"/> No (explain)_____
<input type="checkbox"/> Satisfactory Evaluation conducted in    Fall _____    Spring _____ (Emergency hire will be placed in the Hiring Pool effective:_____)	
<input type="checkbox"/> Hiring pool has been opened for this position	