



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7212

AP 7212 Temporary Faculty

The District may employ any qualified individual as a temporary faculty member for a complete school year, but not less than one semester or quarter during a school year unless the date of rendering first paid service begins during the second semester and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, or year because a faculty member has been granted leave for a semester, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete school year but not less than a complete semester during a school year. The employment of those persons shall be based upon the need for additional faculty during a particular semester because of the higher enrollment of students during that semester as compared to the other semester in the academic year, or because a faculty member has been granted leave for a semester, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester. No person shall be so employed for more than two semesters within any period of three consecutive years.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

See also Board Policy 7120 – Recruitment and Hiring, Administrative Procedure 7120 – Recruitment and Hiring



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

References: *Education Code Sections 87481, 87482, 87482.5, and 87482.8*

President's Cabinet Approved: October 10, 2018

Revised and Approved: May 10, 2022