



# Employment Opportunity

## Adjunct Faculty

(Temporary, part-time assignments)

### Qualifications Required:

1. Meet state minimum qualifications **OR** equivalent **OR** possess a lifetime California Community College Instructor credential in subject area. (Minimum qualifications can be obtained from the [California Community College Chancellor's Office](#)).
2. Knowledge of and commitment to teaching strategies and methods, which enhance student success at community colleges.
3. Effective oral and written communication skills.
4. Demonstrated ability to teach the courses or perform the duties effectively as described above (a teaching demonstration may be part of the interview).
5. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
6. Ability to work cooperatively with others.

### Desirable:

1. Recent, successful teaching experience in the subject area at the lower division level. (For positions in counseling and in the library, interpret "teaching experience in the subject area" as "providing service as a counselor/librarian" as appropriate).
2. Experience with or willingness to explore innovative teaching methodologies in addition to lecture mode.

**Please Note:** To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

**Salary** \$1,051 - \$1,613 per teaching unit, per semester, depending on education and experience. Cabrillo College provides a doctoral stipend of \$66 per unit for eligible adjunct faculty. Assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged.

**How to Apply** Application forms may be obtained through the Human Resources web site: [http://www.cabrillo.edu/services/hr/AdjunctFacultyOpportunities\\_000.htm](http://www.cabrillo.edu/services/hr/AdjunctFacultyOpportunities_000.htm) **OR** the office location noted below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
Fax: (831) 477-3545

**\*EACH APPLICANT MUST SUBMIT:**

- 1) Completed and signed Cabrillo College application.
- 2) Job-related resume.
- 3) At least one letter of recommendation that addresses the candidate's teaching ability.
- 4) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translations is paid by the applicant*):
  - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as required.
  - Copy of teaching credential, front and back (if applicable).
- 5) Supplemental Application for Equivalency Determination. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications OR possess and submit copy of a valid lifetime credential*).
- 6) Criminal History Inquiry Supplemental to Application.
- 7) See division web sites for any additional requirements by clicking on the desired discipline on the Adjunct Discipline List.

**Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.**

**Selection Procedure** A search committee will review application materials. On the basis of appraisal of qualifications as documented by application materials submitted, the search committee will invite applicants for interview. If the candidate does NOT possess an applicable community college credential or the specific degree(s) in order to meet state minimum qualifications, then he/she MUST provide evidence of equivalency as described under "Equivalency Requirements."

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present their Social Security card upon hire.

**Equivalency Requirements** Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

- a) Degree in related field with equivalent course work in the required discipline as indicated by transcripts and/or thesis subject.
- b) Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).
- c) Course work at an accredited institution of higher education **AND** state-approved continuing education units applicable for maintaining licensure **AND/OR** an internship for licensure **AND/OR** equivalent professional or work experience **AND/OR** equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.

***Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.***