



REQUEST TO ANNOUNCE FACULTY POSITION

DATE: _____

INITIAL ANNOUNCEMENT RE-ANNOUNCEMENT AMENDMENT

POSITION: _____ POSITION CODE #: _____
(Available from Human Resources)

CHABOT COLLEGE LAS POSITAS COLLEGE

REPLACEMENT FOR _____ (Attach copy of letter of resignation if applicable.)

STATUS OF POSITION: First-Year Contract Temporary Leave Replacement

SERVICE ASSIGNMENT: Full-Time Part-Time (indicate amount: _____ %)

PERIOD OF EMPLOYMENT: FALL SEMESTER SPRING SEMESTER

FIRST DAY OF ACTIVE SERVICE: _____ ANNOUNCE POSITION (date): _____

FINAL DEADLINE TO ACCEPT APPLICATIONS: _____

ADMINISTRATOR IN CHARGE OF POOL: _____

List below any bona fide occupational qualifications/requirements of this position that you will likely seek in screening applications and in interviewing applicants. No changes can be made once the announcement is distributed unless amended.

A. MINIMUM REQUIREMENTS-EDUCATION/EXPERIENCE: List degrees, certificates, license and/or experience, and other legal and mandatory requirements.

1. _____
2. _____
3. _____
4. _____

B. PARTICULAR JOB CHARACTERISTICS OR REQUIREMENTS: List selection criteria – All selection criteria must be job related, essential to perform the work and capable of being demonstrated or measured.

1. _____
2. _____
3. _____
4. Evidence of a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of of community college students, including those with physical and learning disabilities.

C. DESIRABLE/PREFERRED QUALIFICATIONS: List other job related knowledge, skills/aptitude, etc. that will be given consideration in the total evaluation of the applicant. **Use of desirable or preferred qualifications is discouraged. However, if used, should be job-related and at a minimum.**

1. _____
2. _____
3. _____
4. _____

APPLICATION PROCEDURE: Unless otherwise notified, Human Resources will use the following on **ALL** job announcements:
THE FOLLOWING MUST BE SUBMITTED: A current, original, District Administrator application form, a resume of all professional preparation and experience, a cover letter, and transcripts (photocopy acceptable). Other extraneous material will not be considered.

NOTE: ATTACH ADDITIONAL PAGE(S), IF NECESSARY.

APPLICATION SCREENING/REVIEW AND INTERVIEW COMMITTEES

As per the CLPCCD Faculty Hiring Procedures, please list below your recommended names of Committee Members. (**IMPORTANT:** Changes must be submitted in writing to the Human Resources.)

***Application Screening/Review Committee (Stage 1**):**

Date(s) of Screening/Review:

***Interview Committee (Stage 1**):**

Date(s) of Interview:

***Administrative Interview Committee (Stage 2**):**

Date(s) of Interview:

***Post Interview Committee (Stage 3**):**

Date(s) of Interview:

REFERENCE: *Please designate a Chairperson
 **Administrative Rule and Procedure 6-3 (Hiring Procedure for Faculty)

DISTRIBUTION OF JOB ANNOUNCEMENTS: There is an automatic standard distribution made for all positions being announced the lists are available for review in Human Resources. If you desire special distribution to other personnel, related business, trade schools, colleges or universities, etc. **ATTACH TYPED ENVELOPES OR LABELS TO THIS REQUEST.**

AUTHORIZATION TO ANNOUNCE POSITION

Funding is available: Yes No

Budget Account Number: _____ % _____ %
(Must be completed before position is announced) Budget Officer Initials

SUBMITTED BY: _____ Date _____
Signature of responsible Administrator or designee
as appropriate

REVIEWED BY: _____ Date _____
Signature of next level Administrator or designee
as appropriate

APPROVED BY PRESIDENT OR DESIGNEE
AS APPROPRIATE:

APPROVED BY CHANCELLOR OR DESIGNEE
AS APPROPRIATE:

Date

Date

FOR HUMAN RESOURCES USE

Information on this form verified by: _____
Vice Chancellor or Designee

_____ Date