

<p style="text-align: center;">EMERGENCY HIRE REQUEST FORM</p> <p style="text-align: center;">(Part-Time Faculty Only)</p>
--

Department: _____ Assignment: _____ / _____
Semester year

Discipline: _____

Name of Emergency Hire (if known): _____

Reason for request: _____

NOTE: Please attach a resume and an official transcript with appropriate degree posted on it. (A copy of the official transcript is acceptable until the official transcript can be obtained.)

I understand that this is an Emergency Hire authorized under Section III, B.3. Special Cases of the District policy on Hiring Procedure for Part-Time Faculty. I further understand that this assignment is for one semester only and I MUST convene a screening and interviewing committee to create a part-time pool before the end of this semester.

Signature of Department Chairperson/Coordinator

Date

Signature of Dean

Date

Signature of Vice Chancellor of Academic Affairs OR
Vice Chancellor of Student Development

Date

Forward this Emergency Hire Request Form directly to the Associate Vice Chancellor of Human Resources Department after it is signed by the appropriate department chair, dean, AND Vice Chancellor.

Approved

Not Approved. Reasons(s): _____

Clara Starr
Associate Vice Chancellor, Human Resources

Date