



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

JOB ANNOUNCEMENT

ADJUNCT FACULTY (Hired on a temporary, quarter by quarter basis depending on enrollment and class scheduling. Part-time faculty positions do not exceed 60% of a full-time load.)

APPLICATION PROCEDURE: Bring the following application materials to Human Resources:

1. Cover Letter indicating your area(s) of interest
2. District Application Form (attached)
3. Current Resume
4. College Transcripts (copies acceptable)
5. Applicant Information Card (optional)

REQUIREMENTS: All instructors must meet state adopted minimum qualifications or the locally established equivalencies. For disciplines in which a master's degree is available, minimum qualifications generally are possession of a master's degree in the area; **OR** possession of a bachelor's degree in the area and a master's degree in a related area; **OR** possession of a valid California Community College credential; **OR** the equivalent. For disciplines in which a master's degree is not available the minimum qualifications generally are possession of a bachelor's degree and two years of experience and any appropriate licenses or certifications; **OR** possession of an associate degree and six years of experience and any appropriate licenses or certifications; **OR** possession of a valid California Community College Credential; **OR** the equivalent. Equivalencies are determined on a case by case basis as applications are received. If you have any questions regarding requirements, please call the Human Resources Office.

EMPLOYMENT PROCEDURE: Applications are reviewed as they are received by appropriate faculty and administrators. Applicants will be invited to oral interviews as needed. All applications will be kept on file for a minimum of one year and will be considered for any appropriate vacancies.

SALARY: **\$522.00** per lecture unit per quarter; **\$443.70** per lab unit per quarter. Wages are generally paid once per month, on the tenth of the month following the month worked.

ADDITIONAL INFORMATION:

Human Resources
Lake Tahoe Community College District
One College Drive, South Lake Tahoe CA 96150-4524
(530) 541-4660, Ext. 226
FAX: (530) 541-8611

LAKE TAHOE COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

SPECIAL ACCOMMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please call personnel services at 541-4660, ext. 226.

NOTE: All persons hired by Lake Tahoe Community College District are required to prove employment eligibility in compliance with The Immigration Reform and Control Act of 1986, and have a current tuberculosis clearance **PRIOR TO BEGINNING WORK.**



LAKE TAHOE COMMUNITY COLLEGE DISTRICT
 One College Drive
 South Lake Tahoe, CA 96150

Position: _____

Date: _____

APPLICATION FOR ACADEMIC EMPLOYMENT

Please complete each of the following sections. Candidates wishing to apply for more than one position must submit duplicate materials for each vacancy.

Name _____

Mailing Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

ACADEMIC PREPARATION

Attach unofficial transcripts showing college/university degrees conferred.

College/University Name and Location	Units Completed Sem/Qtr	Major	Degree

CALIFORNIA COMMUNITY COLLEGE CREDENTIALS (if any)

TYPE OF CREDENTIAL	SUBJECT MATTER AREA	EXPIRATION DATE

WORK EXPERIENCE

List all occupational and teaching experience within the last ten years. List most recent experience first.

1. EMPLOYER		ADDRESS				
SUPERVISOR	TITLE			PHONE		
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING		
REPRESENTATIVE DUTIES						

2. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE			PHONE	
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

3. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE			PHONE	
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

4. EMPLOYER		ADDRESS			
SUPERVISOR	TITLE			PHONE	
YOUR JOB TITLE	DATES FROM/TO	F/T	P/T	REASON FOR LEAVING	
REPRESENTATIVE DUTIES					

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

LANGUAGES

Other than English, please list any language(s) you speak or write fluently: _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my educational and professional history, including reference checks whether or not the names were supplied by me.

Signature of Applicant

Date

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Lake Tahoe Community College District adheres to Title IX of the Educational Amendment Act of 1972 and the Rehabilitation Act of 1973 and is an Affirmative Action Employer. All persons hired by Lake Tahoe Community College District are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986.

SPECIAL ACCOMMODATIONS

If you are in need of special services or facilities due to a disability in order to apply or interview for an opening, please contact Human Resources at (530) 541-4660, ext. 226.

SUPPLEMENTAL APPLICATION
FOR EQUIVALENCY DETERMINATION

The information requested below is required of all candidates **NOT HOLDING THE STATED MINIMUM QUALIFICATIONS** who are seeking consideration on the basis of **EQUIVALENCY**. Candidates making application under the equivalency basis shall complete this supplemental form, as well as submit any additional materials, which support the equivalency process.

1. List all academic preparation that you wish to be considered to determine equivalency. Please be specific regarding the institution, course title, unit value of coursework (graduate, upper division, etc..) and to which degree(s) it is equivalent. **Transcripts must be attached.** Course descriptions should be attached if available.

2. List all relevant professional/work experience (teaching and non-teaching) that should be considered to determine equivalency. Please give details including dates, places, job titles, and duties performed. Verification of experience should be attached.

3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to: research publications, seminars, professional performances/exhibitions, honors, awards, etc.)

4. List specialized skills, knowledge, and abilities that should be considered to determine equivalency.

Lake Tahoe Community College Demographic Survey (Confidential)

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Somoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150