Adjunct Faculty Hiring Instructions
(Human Resources, Recruitment Division)

Upon hiring an adjunct faculty candidate, complete and return the following forms* to Dolly Green, care of the Human Resources Department at the District Office:

1. **Part-Time, Temporary, Faculty Employment Form (P-132)** – to be completed by the Dean.

2. **Equal Opportunity Employment Checklist (P-130)** – to be completed by Equity Officer/Representative.

3. **Equivalency Verification (P-38)** - if completed for any candidates.

4. Also to be returned:
   a. Interview questions
   b. Individual rating sheets
   c. Screening criteria
   d. Any writing samples used during the interview process

Questions?
Call Recruitment at (916) 568-3112, send an e-mail to hr@losrios.edu, or contact Mellonie Richardson, Confidential HR Officer of Recruitment, at RicharM@losrios.edu.

*All forms can also be found online at [http://www.losrios.edu/hr/HumanResourcesForms.htm](http://www.losrios.edu/hr/HumanResourcesForms.htm)