

ARTICLE 8
EMPLOYEE STATUS

- 8.1 Appointments shall be made by the President through written notification. Such notification shall be provided upon appointment or soon thereafter. No employee shall be deemed appointed in the absence of such written notification from the President.
- 8.2 Vacancies for Instructor positions will normally be posted for a minimum of fourteen (14) days on the Campus website. Such announcements shall include the classification title, description of duties, desirable experience, minimum qualifications, salary, employment non-discrimination statement, specialized skills (if any), and procedures to be followed. The President may make emergency appointments, as defined in Article 2, where the appointment period begins in less than fourteen (14) days.
- 8.3 All applicants shall submit letters of interest and any other information required on the job vacancy announcements in order to be considered for a position.
- 8.4 Appointments may be made at any time and for any duration. Appointments shall be made for a maximum number of hours to be worked each week for the duration of the appointment.
- 8.5 Instructors shall be appointed as hourly intermittent employees. Appointments to vacant positions shall be made through official written notification. Notification shall include the beginning and ending dates of appointment, classification title, maximum number of hours to be worked each week, courses to which the Instructor is being assigned, salary, and a statement that the position is covered by a collective bargaining agreement between the parties. No Instructor shall be deemed to be appointed in the absence of such official prior written notification by the campus and the bargaining unit employee's acceptance within the timelines established by the notification.
- 8.6 Consideration for appointments and assignments will be based on factors that include, but are not limited to, the instructor's educational background, performance evaluations, and years of teaching in the ALCP.
- 8.7 The appointment letter for an Instructor shall indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments. No other notice shall be provided.

- 8.8 The President has the right to reduce the length of the appointment and/or the maximum number of hours to be worked by the Instructor.
- 8.9 The Dean of the College or his/her designee will select substitute Instructors from a list of qualified applicants.
- 8.10 Instructors shall submit time sheets pursuant to campus policies.