



## Part-Time Faculty Application Status/Routing Form

Verification of minimum qualifications is required. Please attach California Community College Minimum Qualifications or an approved Equivalency Application to Part-Time Faculty Application Status/Routing Form.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

- HOLD** - Application to be held for 12 months from date noted above – Forward to Recruitment – HR Department.
- INTERVIEWED/UNSUCCESSFUL** – Applicant does not meet departmental need. NOTE: HR will inform applicant of their status. Application will be destroyed. – Forward to Recruitment – HR Department.
- REJECT** – We do NOT intend to interview this person; does not meet minimum qualifications or equivalency. NOTE: HR will inform applicant of their status. Application will be destroyed. – Forward to Recruitment – HR Department.

**HIRED** - Applicant is being hired. Send application with this approved routing form to HR Operations.

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Discipline: \_\_\_\_\_ Class Assignment: \_\_\_\_\_

Account Number: \_\_\_\_\_ Semester Assignment: \_\_\_\_\_

- Minimum Qualifications have been verified and attached are California Community College Minimum Qualifications.** Discipline/Area: \_\_\_\_\_
- Application for Equivalency has been approved and a copy is attached.**

\*It is the responsibility of the hiring division to verify Minimum Qualifications against the California Community College Minimum Qualifications.

Dean Approval/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President or President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For HR Purposes Only:**

Copy to VCHR for Personnel Board Agenda Item. Date: \_\_\_\_\_