

APPLICATION PROCEDURES

For required application materials visit our website:
www.mpc.edu/employment/pages/facultypositions

The following application materials are required:

1. Completed District application
2. Resume
3. Copies of transcripts (officials will be required at the time of hire)

Submit materials to:

Andrea Bozant, HR Specialist
Dept. of Human Resources
Monterey Peninsula College
980 Fremont St. Monterey, CA 93940
Email: ABozant@mpc.edu

PROCESS

Applications are accepted on an ongoing basis for part-time, temporary (adjunct) teaching positions. Upon receipt, applications are placed in the part-time pool for the appropriate discipline. Please verify that your teaching discipline is one that is taught at MPC by reviewing our course catalog.

Applications are kept active for one year following receipt. Only if there is a need in that discipline will applications be screened and only then will candidates be notified and invited to interview.

The application form and all attached documents become official records of MPC and cannot be returned. Please make a copy for your files before submitting.

Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources Office 10 working days before the accommodation is required.



ABOUT THE COLLEGE

MPC was founded in 1947 and annually enrolls approximately 8,500 fulltime equivalent students. The campus is located on 98 acres of prime land within the city of Monterey overlooking the Monterey Bay. In addition to the Monterey campus, MPC operates the Education Center at Marina and the Public Safety Training Center at Seaside.

MPC recently underwent a reaffirmation of accreditation. The Institutional Self Study in Support of Reaffirmation of Accreditation report, completed in fall 2009, the self study addendum, MPC Education Center at Marina Substantive Change Proposal and the Accreditation Team Report of March 2010 are all available for review:
<http://www.mpc.edu/information/accreditation/Pages/default.aspx>

Accreditation reports single out MPC's faculty for their commitment and excellence. Staff and faculty take pride in the college's friendly, student-oriented atmosphere and its comprehensive curriculum

For information about course offerings, please see the Monterey Peninsula College catalog and class schedules:
<http://www.mpc.edu/classes/Pages/default.aspx>

For a history of the development of the Education Center at Marina:
<http://www.mpc.edu/EdCenterMarina/Pages/default.aspx>

Student demographic statistics for fall 2009:

- American/Alaskan Native - 1%
- Asian - 5%
- Black - 4%
- White - 42%
- Hispanic - 16%
- Pacific Islander - 1%
- Filipino - 3%
- Non-Respondent - 28%

International Students: 160 representing 35 countries



MONTEREY PENINSULA
COLLEGE



POSITION ANNOUNCEMENT

ADJUNCT FACULTY PART-TIME, TEMPORARY ASSIGNMENTS

Monterey Peninsula College believes in a close relationship among students, faculty, staff and community. The District is strongly committed to achieving staff diversity and has made a commitment to the principles of affirmative action. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures. In fact, the college encourages applications from all qualified applicants.

Monterey Peninsula College pursues an ongoing recruitment for its part-time instructional pool. Applications are kept on file by subject area for one calendar year, for future openings.

POSITION DEFINITION:

Under the general supervision of the Division or Department Chair, the adjunct instructor will provide instruction in accordance with course descriptions, outlines, class schedules, and Governing Board policy; evaluate progress of students concerning educational matters, and perform other instructional related duties as assigned. Instructor may be assigned to the Monterey campus and/or Marina Education Center.

DUTIES AND RESPONSIBILITIES:

- Meet each scheduled class and teach or conduct learning exercises for the entire period.
- Contact the appropriate division chair or administrator in advance to make arrangements for unavoidable absences.
- Provide each student at the beginning of the course with written information about the course, to include a full description of the grading system and how the student will be evaluated.
- Accurately keep required class records on attendance, withdrawal and grading.
- Submit when due, all necessary reports such as attendance and grade reports, roll books, and class information sheets, and certify as to their accuracy.
- Comply with all institutional policies and procedures.
- Give careful attention to all bulletins, memorandums and emails from administrative offices.
- Check faculty mailbox and MPC email frequently.

MINIMUM QUALIFICATIONS:

Applicants must meet the minimum qualification requirements for the appropriate subject area as stated in the Minimum Qualifications for Faculty and Administrators booklet published by the State Chancellor's office. For your convenience, a link is provided for you off the Human Resources website:

www.mpc.edu/employment

Academic subject areas require a Master's degree from an accredited institution, as specified in the disciplines list or the appropriate California Community College Credential.

DISCIPLINES REQUIRING THE MASTER'S DEGREE:

Anatomy, Anthropology, Art, Astronomy, Biology, Business, Chemistry, Child Development, Communications, Computer Science, Counseling, Dance, Drama, Economics, Engineering, English, English as a Second Language, Ethnic Studies, Family and Consumer Studies, Foreign Language, Geography, Geology, Health, History, Humanities, Library Services, Mathematics, Music, Nursing, Nutrition, Oceanography, Philosophy, Photography, Physical Education, Physics, Physiology, Political Science, Psychology, Sociology, Special Education, Speech, Women's Studies

DISCIPLINES NOT REQUIRING THE MASTER'S DEGREE:

Administration of Justice, Automotive Technology, Aviation, Business Skills, Construction Technology, Dental Health, Drafting, Fire Science, Graphic Design, Hospitality, Interior Design, Jewelry Design, Medical Assisting, Nautical Science, Ornamental Horticulture, Real Estate, Sign Language

Vocational subject areas require a Bachelor's degree from an accredited institution plus a minimum of two years of occupational experience in the field or an Associate's degree from an accredited institution, plus a minimum of six years occupational experience in the field, or the appropriate California Community College Credential.

Foreign transcripts must be evaluated by the American Association of Collegiate Registrars and Admissions Officers (<http://www.aacrao.org>) at the applicant's expense

In its desire to select outstanding faculty members from the largest possible pool of qualified applicants, Monterey Peninsula College recognizes that candidates may have attained expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the district as equal to the stated degree requirements for this position. Candidates who feel that they have equivalent qualifications to the minimum requirements must request and submit an application for equivalency along with the district application form.

ANTICIPATED COMPENSATION:

\$43.53 – \$57.60 per hour for instructional assignments;
\$40.45 – 48.95 per hour for non-instructional assignments (such as library or counseling).

CONDITIONS OF EMPLOYMENT:

Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. Offers of employment are contingent upon Governing Board approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis and proof of eligibility to work in the USA. Employees must sign Oath of Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.