
Administrative Procedure
Chapter 7 – Human Resources

AP 7212 TEMPORARY FACULTY

References:

Education Code Sections 87481, 87482, 87482.5, and 87482.8

It shall be the responsibility of the Vice President Human Resources, to administer these procedures.

The District may employ any qualified individual as a temporary faculty member for a complete school year, but not less than one semester or quarter during a school year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th.

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The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. (Education Code Section 87481)

The District may employ any qualified individual as a temporary faculty member for a complete school year but not less than a complete semester or quarter during a school year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year, or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester or quarter. No person shall be so employed for more than two semesters or three quarters within any period of three consecutive years. (Education Code Section 87482)

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit

temporary faculty members to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status. (Education Code Section 87482.5)

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

An instructor shall notify the Department Head or Division/Department Administrative Assistant of an absence as far in advance as possible. Instructors shall follow established divisional procedures for notification of the need for a substitute and for obtaining the substitute.

The Department Head, in consultation with the Instructional Dean, will determine whether a substitute will be assigned when the regularly scheduled instructor is absent. The responsibility for obtaining the substitute shall be as determined in that division (instructional dean, department head, or instructor).

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7120 Recruitment and Hiring; BP/AP 7210 Academic Employees; AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and the collective bargaining agreement.

Approved: December 13, 1988

Revised: June 25, 2025

(Replaces former LBCC AR 3004)