



Serving Douglas County Since 1964

Part-time Faculty Hiring Process

All part-time vacancies will be filled in accordance with UCC Part-Time Faculty Association CBA.

- The Dean of Instruction and Department Chair or designee will lead the hiring selection process for all part-time faculty members. At least one other person will assist with the interviewing of candidates.
- Selection process will include careful screening to ensure:
 - The candidate meets the level of education/licensure to meet accreditation standards for the program/position.
 - Consideration is given to teaching experience.
 - Umpqua Community College Honors Veterans Preference. Applicants marked to receive Veterans Preference in the applicant portal are honored with an interview and preference points added appropriately. ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Scored Veterans Preference sheets must be submitted to Human Resources.
- All part-time vacancies will be filled in accordance with the Part-time Faculty CBA (Article 8 – Employee Work Assignment) and the initial step placement requirements exercised.

2019-22 Agreement

- All job offers are contingent upon background check approval.
- Please notify HR of the selected candidate choice for onboarding and new employee orientation.
- A completed Payroll Authorization Form must be submitted to the Office of Human Resources before the new employee is allowed to work, in accordance with state and federal laws.