

**EMERGENCY HIRE REQUEST FORM**

**(Part-Time Faculty Only)**

Department: \_\_\_\_\_ Assignment: \_\_\_\_\_ / \_\_\_\_\_  
Semester year

Discipline: \_\_\_\_\_

Name of Emergency Hire (if known): \_\_\_\_\_

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Please attach a resume and an official transcript with appropriate degree posted on it. (A copy of the official transcript is acceptable until the official transcript can be obtained.)

I understand that this is an Emergency Hire authorized under Section III, B.3. Special Cases of the District policy on Hiring Procedure for Part-Time Faculty. I further understand that this assignment is for one semester only and I MUST convene a screening and interviewing committee to create a part-time pool before the end of this semester.

\_\_\_\_\_  
Signature of Department Chairperson/Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice Chancellor of Academic Affairs OR  
Vice Chancellor of Student Development

\_\_\_\_\_  
Date

**Forward this Emergency Hire Request Form directly to the Associate Vice Chancellor of Human Resources Department after it is signed by the appropriate department chair, dean, AND Vice Chancellor.**

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved. Reasons(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Clara Starr  
Associate Vice Chancellor, Human Resources

\_\_\_\_\_  
Date