

Applying for a Full-Time Position

Paperwork

- Most applications are done online. You will need to create a username and password and enter information into your profile.
- Make sure you are applying for the correct position. Pay attention to the position number.
- Answer all questions completely. Leaving out even one minor detail could jeopardize the status of your application.
- Make sure you put time and effort into the Personal Qualifications Statement and explain how you meet minimum and desired qualifications for the position you are applying to.
- Do not use a general cover letter for all of your positions. Make sure you suit your cover letter specifically to the position you are applying for.
- Avoid saying “See resume.” Use positive language in your application packet.
- Secure several copies of official transcripts ahead of time.
- Contact references and secure letters of recommendation ahead of time.
- Take the deadlines seriously.

Preparation for the First Interview

- Most interviews will last about an hour, with 10-15 minutes being devoted to the teaching demonstration.
- Expect a variety of questions, including content-specific questions, role-playing exercises, and questions based on the qualifications listed in the job announcement.
- Spend time preparing for your teaching demonstration. It is usually weighted pretty heavily in the interview scoring process.
- Research the campus ahead of time. Visit the website. Learn about committees and clubs on campus. Learn about current issues facing the campus.
- Dress to impress (formally).
- Be flexible and open with times and dates for the interview.

The First Interview

- Show up early. You may have to submit a timed writing sample before the interview begins.
- Do not assume the interviewers know anything about you, including what is written in your application and associated materials. Repeat important items listed in your paperwork as you see relevant.
- Keep answers concise and stay on topic. Ask the committee member to repeat the question if necessary.

- Always be aware of your time limit. Committee members may give you signals about how much time you have left for the interview, but they will not direct you otherwise.
- Take role-playing exercises seriously.
- Be prepared to discuss diversity.
- You may be asked what range of courses you can teach, what courses interest you the most, and what your availability is.
- Be honest, but represent yourself in the best possible way.
- Come prepared with questions for the committee.
- Talk slowly and stay relaxed.

The Teaching Demonstration

- Come prepared with notes, handouts, or other relevant materials.
- Find out ahead of time what technology will be available for your use.
- Be sure that your demonstration addresses the specific topic sent out to you prior to the interview.
- Engage the committee so they can get a glimpse into your teaching practice.
- Be sure you can complete it in the short time allotted. Practice with friends beforehand.

The Second Interview

- This interview is less formal than the first interview, but you should still dress to impress and show up early.
- The committee is made up of mostly administrators, although some faculty from the first interview may be present.
- The purpose of this interview is to assess how well you will fit into the college community and what contributions you can make to it.
- Feel free to repeat things you said during the first interview if you feel that it addresses the question.
- Make eye contact, stay relaxed, and speak naturally.

We have included some checklists to help you better prepare for a full-time position. Please feel free to make photocopies of this list for your personal use.

APPLICATION CHECKLIST

- Completed & Uploaded Basic Application
- Uploaded Personal Qualifications Statement (if applicable)
- Uploaded Resume
- Uploaded Cover Letter
- Uploaded Responses to Supplemental Questions
- Uploaded Unofficial Transcripts
- Uploaded Letters of Recommendation (if applicable)
- Uploaded References

INTERVIEW CHECKLIST

- Scheduled First Interview (if called)
- Prepared Teaching Demonstration
- Researched College
- Reviewed Qualifications
- Thought about Diversity
- Thought of Questions to ask the committee
- Got Proper Attire for Interview
- Scheduled Accommodations (if applicable)

CONTACT INFORMATION & USEFUL LINKS

*Las Positas College Presents
Adjunct Faculty Hiring Workshop: Everything You Need to Secure a Full-Time Tenure-Track
Position*

*Saturday, November 1, 2014
1:00 PM – 3:00 PM
Room 2420*

PANEL MEMBERS

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JOB WEBSITES

Higher Ed Jobs

<http://www.higheredjobs.com/community/default.cfm?type=1#Faculty>

Chronicle of Higher Ed Jobs

https://chroniclevitae.com/job_search?job_search%5Binstitution_type%5D=2000&job_search%5Bposition_type%5D=1

CCC Registry

<https://www.cccregistry.org/jobs/index.aspx>

CATESOL

<https://groups.google.com/forum/#!categories/catesol-jobs>

OTHER USEFUL LINKS

California Community College Minimum Qualifications

http://extranet.cccco.edu/Portals/1/AA/MinQuals/MinimumQualificationsHandbook2012_2014.pdf

CLPCCD Faculty Contract

<http://www.clpccd.org/hr/documents/FAMasterWorkDocument11713WithoutAppendix-updated10614.pdf>

CALSTRS Retirement System

<http://www.calstrs.com/>

FEEDBACK FORM

We would like to solicit your feedback for this presentation. Please provide us with comments below about what you liked and what you felt could have been improved. You may remain anonymous if you wish, but it would be helpful to have contact information if you feel comfortable leaving it below. **Please hand this form to Howard Blumenfeld directly after the talk or leave it on the table outside in the 2400 lobby if you cannot stay until the end of the talk.**

NAME: _____

CONTACT PHONE/EMAIL: _____

SCHOOL(S) OF EMPLOYMENT:

SUBJECT(S) TAUGHT:

OF YEARS IN HIGHER EDUCATION: _____

Please leave comments below: