



PART-TIME FACULTY POOL, ACCOUNTING

I. GENERAL INFORMATION

Chaffey College is seeking applicants for the adjunct faculty pool in the Accounting Department. All applicants are expected to meet the California State Community College Minimum Qualifications for Accounting instructors (below). Meeting the minimum qualifications does not guarantee employment or an interview.

II. MINIMUM QUALIFICATIONS

- Master's in accountancy or business administration with accounting concentration; **OR**
- Bachelor's in business with accounting emphasis, or business administration with accounting emphasis, or economics with an accounting emphasis; **AND**
- Bachelor's in business, business administration, business education, economics, taxation, finance or the equivalent; **OR**
- Valid lifetime credential that authorizes service as an accounting instructor in a California Community College; **OR**
- The equivalent; **AND**
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college staff and students.

(Note: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)

III. APPLICATION PROCEDURE

Applications are accepted on a continuous basis until the opportunity is filled or until otherwise indicated on the CCC Registry listing. In order to be considered for a part-time teaching opportunity at Chaffey College, you must submit all of the following documents through the CCC Registry website:

1. CCC Registry online application
2. Resume/curriculum vitae
3. Unofficial transcripts are required immediately upon consideration for a teaching assignment, and official transcripts are required within 30 days of employment.

Once your application and resume are submitted through CCC Registry's website, your information will be available for review by the District's designated personnel for potential part-time teaching opportunities within the discipline. If you are identified as a potential candidate for an open course, you may be contacted by a District representative.

IV. COMPENSATION

Part-time faculty compensation is commensurate with education and District teaching experience according to the lecture, lab, or non-instructional rate schedules.

V. ADDITIONAL INFORMATION OR ASSISTANCE

If you have any questions related to the qualifications or application process, please call the Chaffey College Office of Human Resources at (909) 652-6528 or (909) 652-6525.

If you have questions related to CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please call the CCC Registry directly.