



## **PART-TIME FACULTY, FINANCE**

### **I. GENERAL INFORMATION**

Chaffey College is seeking applicants for the adjunct faculty pool in the Finance Department. The College has a new course in Personal Finance that meets the California State University quantitative reasoning general education requirement and the College is looking for part-time instructors to teach the course. Classes may be scheduled during days, evenings, and online. All applicants are expected to meet the California State Community College Minimum Qualifications for Finance instructors (below). Meeting the minimum qualifications does not guarantee employment or an interview.

### **II. MINIMUM QUALIFICATIONS**

- Bachelor's degree or higher and two years of professional experience; **OR**
- Associate degree and six years of professional experience; **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.

### **III. DESIRABLE QUALIFICATIONS**

- Master's in Business or Business Administration; **OR**
- Master's in Finance; **OR**
- Master's in Personal Financial Planning; **OR**
- Master's in Accountancy; **OR**
- Master's in Taxation; **OR**
- Bachelor's degree in Accountancy or Business Administration with Accounting concentration, with a CPA license; **OR**
- State and/or SEC Licensed Investment Advisor; **OR**
- Certified Financial Planner certificate.
- Teaching experience is not required but is desirable, especially teaching experience at the community college level.
- Online teaching experience using a learning management system, especially experience using Canvas.

### **IV. 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.

**V. COMPENSATION**

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

**VI. 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) 652-6525 or (909) 652-6526.

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.

6/18/19

6/18/19