

**Chaffey College**

**Human Resources**

**PART-TIME FACULTY POOL,**

**MEDICAL TERMINOLOGY**



**I. GENERAL INFORMATION**

Chaffey College is seeking applicants for the adjunct faculty pool in the School of Health Sciences

teaching Medical Terminology. All applicants are expected to meet the California State Community

College Minimum Qualifications. Meeting the minimum qualifications does not guarantee employment

or an interview.

**II. MINIMUM QUALIFICATIONS**

* + Any bachelor’s degree and two years of professional experience; **OR**
  + Any 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.

**DESIRABLE QUALIFICATIONS**

* + Two (2) years of successful teaching experience in a related discipline.
  + Demonstrated skill in using innovative online teaching methods, instructional design, and assessment strategies.
  + Experience in course delivery using Canvas Leaning Management System.
  + Evidence of a demonstrated commitment to equity in the community college setting.

**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. CONDITIONS OF EMPLOYMENT**

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

Being able and ready to work onsite at a Chaffey facility or location is an essential function of this job. Being able and ready to work in-person with Chaffey students, Chaffey employees, or other members of the Chaffey community/Chaffey partners/Chaffey contractors is an essential function of this job.

**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) 652-6525 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.

2/16/23