



# ONBOARDING GUIDE

---

A GUIDE ON HOW TO COMPLETE THE HIRING PROCESS FOR FACULTY

Human Resources

PERALTA COMMUNITY COLLEGE DISTRICT | 333 E 8TH ST, OAKLAND, CA 94606

## TABLE OF CONTENTS

Part-time Faculty: Preferred Hiring Pool.....	1
Minimum Qualifications.....	2
New Hires.....	2
Determining MQs: Master’s Required.....	2
Foreign Degrees.....	4
Equivalency.....	5
Hiring Through the FDIP Program .....	5
Determining MQs: Non-Master’s Required.....	5
Employment Verification.....	8
Full Time Faculty.....	9
Initiating a New ePAF.....	10
ePAF Codes .....	10
Onboarding Appointment.....	11
Things to Consider.....	12
Handouts.....	13
Master’s Degree Discipline Reference Sheet	
Minimum Qualifications for Ethnic Studies Reference Sheet	
Ethnic Studies Sample Letter	
PCCD PT Faculty Training Guide	
Sample Employment Verification Template	
Acceptable Documents	
Faculty Checklist	
Welcome to Peralta Sheet	
FAQs	
Salary Placement Guide	





# ONBOARDING GUIDE

## PREFERRED HIRING POOL

- **OPTION 1: Preferred Hiring Pool for Part-Time Faculty:**
  - Part-time faculty in the preferred hiring pool are the #1 priority for available assignments.
  - Link: <http://web.peralta.edu/indev/part-time-faculty-workload/>

### Part Time Faculty Workload

Fall 2018

- [Alameda Part Time Faculty Workload History Fall 2018](#) 
- [Berkeley Part Time Faculty Workload History Fall 2018](#) 
- [Laney Part Time Faculty Workload History Fall 2018](#) 
- [Merritt Part Time Faculty Workload History Fall 2018](#) 

Based on the PFT contract, the first option to choose a faculty member for a course that is available is to pick someone in the preferred hiring pool.

Why choose someone from the preferred hiring pool instead of the general applicant pool?

1. Saves time and protects the interests of people who are already hired at Peralta.
2. No need to screen new applicants or go through the interview process at the campus level.
3. No need to initiate a new hire ePAF (which requires more details than a regular additional assignment ePAF).
4. No waiting time for HR to do an onboarding appointment and data entry for the new hire.
5. If no one from the preferred hiring pool is available for the open assignment, then the next option is to go through the online temporary pool.

# ONBOARDING GUIDE

## MINIMUM QUALIFICATIONS

### New Hires

- The hiring administrator and the department chair must verify the applications for minimum qualifications (MQs).
- Link to the Minimum Qualifications Handbook to check MQs:  
[https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO\\_Report\\_Min\\_Qualifications-ADA-Final.pdf?la=en&hash=FF3BCB9C661A0ADBEF0FCE90CF3E0A2EE3D85CC5](https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO_Report_Min_Qualifications-ADA-Final.pdf?la=en&hash=FF3BCB9C661A0ADBEF0FCE90CF3E0A2EE3D85CC5)

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Accounting	X			CCR 53410.1	23
Adapted Computer Technology: Disabled Students Programs and Services	X			CCR 53414(d) (1)(2)	23
Addiction Paraprofessional Training			X		54

Administrators have the final decision when determining which candidates meet the minimum qualifications. This means that the applicant's qualifications should meet the California Community College requirements. If they don't, then the administrators and chairs may recommend an equivalency review. See page 5 for additional information regarding the equivalency process.

If the campus is not sure whether an applicant meets the MQs, then contact the Faculty Academic Senate at your campus before initiating the ePAF. **Please do not submit an ePAF if MQs have not been verified.**

The Minimum Qualifications Handbook has a list of different subjects and if they are considered to be master's (MA) required or non-master's required. See the page number of the subject for more details.

### Determining MQs:

- Master's Degree Required
- Transcripts with conferred date

The main requirement for an applicant to meet the minimum qualifications for a master's degree area is if they have the degree or combination of degrees listed in the Minimum Qualifications Handbook.

For new hires who will have assignments in a master's required area, employment verification is optional.

## ONBOARDING GUIDE

<b>Economics</b>		Master's in economics <b>OR</b> Bachelor's in economics <b>AND</b> Master's in business, business administration, business management, business education, finance or political science <b>OR</b> the equivalent.
------------------	--	--

For example: Someone who wants to teach Economics must have a master's in Economics, or a bachelor's in Economics and a master's in Business, Business Admin, etc.

The employee's application should include unofficial transcripts that state the conferred date and the name of the required degree. This information must be checked at the campus level, so please make sure that the application has the confer date with the correct degree and not a page that says "transcripts available upon request" or transcripts with no conferred date.

There are subjects which may require additional documents such as **Ethnic Studies**.

<b>Ethnic Studies</b>		Master's in the ethnic studies field <b>OR</b> A master's in American Studies/Ethnicity, Latino Studies, La Raza Studies, Central American Studies, Latin American Studies, Cross Cultural Studies, Race and Ethnic Relations, Asian-American Studies, or African-American Studies <b>OR</b> the equivalent <b>OR</b> see Interdisciplinary Studies.
-----------------------	--	--

If someone wants to teach a course in Ethnic Studies, they need a master's degree in Ethnic Studies or a master's in American Studies, Latino Studies, etc.

However, if someone wants to teach Native American studies/African American studies/Asian American Studies, then they need a master's in the specific discipline and a master's in Ethnic Studies alone will not suffice. Please see the handouts section for a reference sheet on the specific requirements.

Someone with a master's degree in Ethnic Studies can teach a course in Ethnic Studies-related areas, such as, Asian American Studies, etc., if the employee submits an official written confirmation by the school where they earned their degree. The written confirmation must state that their focus was on the specific discipline they want to teach. See the handouts section for a sample letter.

For example: If someone earned an Ethnic Studies degree and wants to teach Asian American Studies, they must contact their school and ask for a written confirmation that the focus of their degree was in Asian American Studies.

# ONBOARDING GUIDE

An additional example of a subject area is **Counseling**.

Counseling	Counseling (EOPS)
<p>Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,</p> <p><b>OR</b> the equivalent.</p> <p><i>(NOTE: A bachelor's degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.)</i></p>	<p>Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or the equivalent,</p> <p><b>AND</b></p> <p>EOPS counselors hired after October 24, 1987, shall:</p> <p>(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages</p> <p><b>OR</b></p> <p>(2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages</p> <p><b>AND</b></p> <p>In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.</p>

If someone wants to teach a counseling course or be a counselor, they need to have a master's in counseling/rehabilitation counseling/clinical psychology, etc.

However, if someone wants to be an EOPS counselor, there are additional requirements. The main requirements are the same as counseling, but there are more requirements that need to be satisfied to meet minimum qualifications.

Transcripts:

Foreign degrees must be evaluated. Employees can visit a place that provides the service, or they can request the service online. See this link: <https://www.wes.org/> for a service site that is commonly used.

All applicants with a non-US transcript should include a foreign degree evaluation in their application that states the US equivalency because not all foreign transcripts are equivalent to the US degree requirements. The employee must submit a sealed copy of the evaluation after they are hired.

HR recommends a course-by-course evaluation for master's degrees so that we can do a proper salary placement. Any degree beyond that, such as a Ph.D., can have a simple evaluation.

# ONBOARDING GUIDE

## **Equivalency Requirements:**

- Equivalency packets must be submitted to HR along with the ePAF.
- Part-time applicants: they must submit their equivalency packet after they receive an offer from the campus.
- Full-time applicants: they must apply for equivalency at the same time that they apply for the position, and the equivalency must be approved before they are hired.
  - Form: <http://web.peralta.edu/hr/files/2011/08/Equivalency-Application-4-2012.pdf>
- Approval time: The District Academic Senate (DAS) officer or HR will notify employees of their application status within 2-4 weeks after their form has been received by the DAS committee.

## **Faculty Diversity Internship Program (FDIP) Requirements:**

- FDIP is meant for applicants who do not meet the minimum qualifications but want to gain experience teaching at Peralta.
- Requirements include a completed Mentor/Mentee Contract (sent with ePAF).
- Please include a note in the comment section if someone will be hired through FDIP.
- The Faculty Service Area (FSA) Officer will determine to approve or denied the FDIP contract.
- If the campus would like to hire a FDIP intern to a part-time faculty position, once the intern graduates from the FDIP program, the campus will need to submit documentation to HR as well as generate an ePAF.
- To learn more, please visit the official Faculty Diversity website:
  - <http://web.peralta.edu/facultydiversity/>
- Email: FDIP Coordinator at [fdip@peralta.edu](mailto:fdip@peralta.edu)

## **Determining MQs:**

- Non-Master's Degree Required
- Transcripts with conferred date
- Employment Verification

Similar requirements apply when determining the minimum qualifications for non-master's required areas. The applicant should include transcripts with a conferred date and foreign degrees should be evaluated.

## ONBOARDING GUIDE

A =	B =	C =	D =	E =
Possession of an Associate degree plus six (6) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 15 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus seven (7) years of occupational experience	Possession of an Associate degree plus six (6) years of occupational experience plus 30 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus eight (8) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 45 units after the Associate degree.	Possession of a Bachelor's degree from an approved college or university plus the required two (2) years of occupational experience for the discipline.

What falls under non-master's required disciplines?

CTE programs that need hands-on experience such as Coaching, Cosmetology, and Real Estate falls under non-master's required disciplines. Again, you can find a list in the minimum qualifications handbook. See the handouts section for a short list.

NON-MASTER'S DEGREE DISCIPLINES			
Code	DISCIPLINE	Code	DISCIPLINE
N 01	A/C, REFRIGERATION, HEATING	N 26	FIRE TECHNOLOGY
N 02	ADMINISTRATION OF JUSTICE	N 27	FORESTRY/NATURAL RESOURCES
N 03	AERONAUTICS	N 28	GRAPHIC ARTS
N 04	ARCHITECTURE/ENGINEERING TECH.	N 29	HEALTH CARE ANCILLARIES
N 05	AUTO BODY TECHNOLOGY	N 30	INDUSTRIAL DESIGN/TECHNOLOGY
N 06	AUTO MECHANICS	N 31	INDUSTRIAL TECHNOLOGY
N 07	AVIATION	N 32	LABOR RELATIONS
N 08	BANKING AND FINANCE	N 33	LEGAL ASSISTING
N 09	CABINETMAKING	N 34	LICENSED VOCATIONAL NURSING
N 10	CARPENTRY	N 35	MACHINE TOOL TECHNOLOGY
N 11	COACHING	N 36	MASONRY
N 12	COMMUNITY SOCIAL SERVICES	N 37	MEDIA PRODUCTION
N 13	COMPUTER INFORMATION SYSTEMS (APP)	N 38	MULTIMEDIA
N 14	CONSTRUCTION MANAGEMENT	N 39	OFFICE TECHNOLOGIES
N 15	COSMETOLOGY	N 40	ORNAMENTAL HORTICULTURE
N 16	CULINARY ARTS/FOOD TECHNOLOGY	N 41	PHOTOGRAPHIC TECH./COMM. PHOTO
N 17	DENTAL TECHNOLOGY	N 42	PRINTING TECHNOLOGY
N 18	DIESEL MECHANICS	N 43	RADIOLOGIC TECHNOLOGY
N 19	DRAFTING	N 44	REAL ESTATE
N 20	DSPS FACULTY: NONCRED SPECIALIZED INST	N 45	RETAILING
N 21	ELECTRICITY	N 46	SIGN LANGUAGE
N 22	ELECTRONICS TECHNOLOGY	N 47	TRAVEL SERVICES
N 23	EMERGENCY MEDICAL TECHNOLOGIES	N 48	UPHOLSTERING
N 24	ENVIRONMENTAL TECH	N 49	WELDING
N 25	FASHION AND RELATED TECHNOLOGIES	N 99	OTHER (Specify): _____

The main difference between master's and non-master's required disciplines is that employment verification is **mandatory for non-master's required disciplines**.

An applicant will not meet the minimum qualifications if they have an associate's or a bachelor's degree, but not the required amount of relevant work experience.



## ONBOARDING GUIDE

Employment verification letters are required within the first 90 days of employment. If an employee is unable to provide the letters, they will be deactivated and therefore ineligible to teach at Peralta for the following terms and moving forward.

If the new hire is deactivated during a semester, they will be paid but an agreement has to be made between the campus administrator and the senate to stay in compliance. Another reason for deactivating a new hire that does not meet MQs, is that we need instructors who meet the minimum qualifications to teach our students.

# ONBOARDING GUIDE

## Employment Verification:

- Sole proprietors can submit Schedule C tax forms.
- Those in a business partnership can submit Schedule K tax forms.

## Employment verification letters should include the following information:

- All letters must be written on company's letterhead.
- Employee's title: Work must be directly related to the employee's role at Peralta.
- Date range worked: (MM/DD/YYYY) - (MM/DD/YYYY)
- Specify the employee's workload:
  - For part-time employment, employers should include the employee's workload in comparison to what they consider full-time.
  - For athletics positions, they must also include the number of seasons the employee worked.

## Documents that will not be accepted as employment verification:

- W2
- Social security earnings
- Paystubs
- Letters written by the employee
- Pages from the company's Employee Handbook or other company documents
- Recommendation letters

# ONBOARDING GUIDE

## **Full-Time Faculty**

- Must also meet the minimum qualifications listed in the Minimum Qualifications Handbook.
- Full-time faculty will need to sign a contract upon hire.
- The same requirements apply in regards to the master's and non master's required disciplines.
- New full-time faculty will start at the minimum of step 7 and maximum of step 10 on the salary scale.
- They must apply for equivalency at the same time that they apply for the position, and the equivalency must be approved before they are hired.
- A current part-time faculty that gets hired into a full-time faculty position must attend a new onboarding appointment. HR will provide the employee a list of documents that they need to submit.

### Onboarding Appointment:

- New hire faculty need to submit the documents on the Faculty Checklist.
- They will be placed on the full-time faculty salary scale and they will have the extra service hourly rate.
- They will be eligible for the full-time benefits plan.
- They will have to elect into the CalSTRS Defined Benefits Plan. In some cases, they will be eligible to stay with CalPERS.

# ONBOARDING GUIDE

## **Initiating a New ePAF:**

An ePAF should consist of the following:

- Job Code
- Action
- Start Date
- Budget

Minimum requirements of the ePAF comment section:

- “New hire to teach (discipline). MQs Verified. Application #CN00000\*\*\*\*”
  - If counseling, then specify DSPS/EOPS/COUN
  - Other Requirements: If the employee will work in the fitness or learning center, then their specific role or discipline must be notated in the comment section of the ePAF.

Short list of ePAF Job Codes:

- Part-time Faculty: 407A
- Full-time Faculty: 405
- Substitute: 410A
- FDIP: 415A
- Counselor (part-time): 441A
- Assistant Coach: 402A
- Librarian (Hourly): 412A
- Coordinator (faculty): 471

# ONBOARDING GUIDE

## Onboarding Appointment:

- The campus must submit an ePAF and the required paperwork. Once received, HR will contact the employee for an onboarding appointment.
- HR will answer any question and collect all of the new hire documents during the appointment.
- Employees will not be able to start their assignment if they do not complete the **mandatory** onboarding appointment **before their start date**.
  - Failure to attend an onboarding appointment will result in employees not being in our system. System activation is required for employees to have proper online access and for Payroll to issue them a check.
  - Mandatory Employment Eligibility Verification (I-9): It is a legal requirement per Federal law to complete this form within 3 days of the employee's start date. Failure to complete this within the required deadline will put Peralta out of compliance.
- Employees will receive a Faculty Checklist during the onboarding appointment. This list will include documents that are required for employment at Peralta. If the employee fails to submit any of the supporting documents from the Faculty Checklist within the given deadline, they will be deactivated. See the handouts section for the list.
- IT will create an email and Peoplesoft (PS)/Canvas access for the new hire after their employment status is activated in PS.
  - The employee should contact IT after 48 hours from when they receive their employee ID number from HR.

Note: If an employee has not worked for two (2) years with Peralta, then they must come in and attend an onboarding appointment to update necessary paperwork.

## ONBOARDING GUIDE

### **Why is it important to attend an onboarding appointment?**

<b>Positives</b>	<b>Negatives</b>
Access to email and Canvas	No access at all
Employees will get paid in a timely manner	Employees will not get paid
Instructors will have more time to prepare for their course	Academic scheduler cannot enter employee's workload
More efficient and smooth process	Out of compliance with Federal law
Students will be able to get information and books sooner	Employees cannot teach moving forward
	Longer waiting periods mean less enrollment in the course because students might drop it, or not enroll if it's listed under "staff"

# MASTER'S DEGREE DISCIPLINES

Code	DISCIPLINE	Code	DISCIPLINE
M 01	ACCOUNTING	M 40	FOREIGN LANGUAGES: VIETNAMESE
M 02	AGRICULTURE	M 41	GEOGRAPHY
M 03	ANTHROPOLOGY	M 42	GERONTOLOGY
M 04	ART	M 43	HEALTH
M 05	BIOLOGICAL SCIENCES	M 44	HISTORY
M 06	BUSINESS	M 45	HLTH.S. DIR./HLTH.S.CORD./COLNUR
M 07	BUSINESS EDUCATION	M 46	HUMAN DEVELOPMENT
M 08	CHEMISTRY	M 47	HUMANITIES
M 09	CHILD DEVELOPMENT/EARLY CHILDHOOD ED	M 48	INSTRUCTIONAL DESIGN/TECHNOLOGY
M 10	COMPUTER SCIENCE	M 49	INTERDISCIPLINARY STUDIES
M 11	COUNSELING	M 50	JOURNALISM
M 12	DANCE	M 51	LAW
M 13	DRAMA/THEATER ARTS	M 52	LEARNING ASSISTANCE INSTRUCTOR
M 14	DSPS COUNSELOR: COUNSELING	M 53	LEARNING RESOURCES
M 15	DSPS FACULTY: CREDIT ADAPTED PE	M 54	LIBRARY SCIENCE
M 16	DSPS FACULTY: CREDIT OTHER SPECIAL INST	M 55	LINGUISTICS
M 17	DSPS FACULTY: CREDIT SPEECH/LANG DISAB.	M 56	MANAGEMENT
M 18	EARTH SCIENCE (GEOLOGY)	M 57	MARKETING
M 19	ECOLOGY	M 58	MASS COMMUNICATION
M 20	ECONOMICS	M 59	MATHEMATICS
M 21	EDUCATION	M 60	MUSIC: MUSIC
M 22	ENGINEERING	M 61	NUR SCI:CLIN PRC:NURS CLINICAL PRACTICE
M 23	ENGINEERING TECHNOLOGY	M 62	NURSING: NURS,NURAD,V/NUR
M 24	ENGLISH	M 63	NUTRITIONAL SCIENCE/DIETETICS
M 25	ESL (ENGLISH AS A SECOND LANGUAGE)	M 64	PHILOSOPHY
M 26	ETHNIC STUDIES (AFRAME,ASAME,M/LAT,NATAM)	M 65	PHOTOGRAPHY
M 27	FAMILY AND CONSUMER STUDY/HOME EC.	M 66	PHYSICAL EDUCATION
M 28	FILM STUDIES	M 67	PHYSICS/ASTRONOMY
M 29	FOREIGN LANGUAGES: ARABIC	M 68	POLITICAL SCIENCE
M 30	FOREIGN LANGUAGES: CHINESE	M 69	PSYCHOLOGY: PSYCH, LRNRE
M 31	FOREIGN LANGUAGES: FRENCH	M 70	READING
M 32	FOREIGN LANGUAGES: GERMAN	M 71	RECREATION ADMINISTRATION
M 33	FOREIGN LANGUAGES: ITALIAN	M 72	RELIGIOUS STUDIES
M 34	FOREIGN LANGUAGES: JAPANESE	M 73	SOCIAL SCIENCE
M 35	FOREIGN LANGUAGES: PERSIAN	M 74	SOCIOLOGY
M 36	FOREIGN LANGUAGES: PILIPINO	M 75	SPECIAL EDUCATION
M 37	FOREIGN LANGUAGES: PORTUGUESE	M 76	SPEECH COMMUNIC./COMMUNIC. STUDIES
M 38	FOREIGN LANGUAGES: SPANISH	M 77	WOMEN'S STUDIES
M 39	FOREIGN LANGUAGES: SWAHILI	M 99	OTHER (Specify):

# NON-MASTER'S DEGREE DISCIPLINES

Code	DISCIPLINE	Code	DISCIPLINE
N 01	A/C, REFRIGERATION, HEATING	N 26	FIRE TECHNOLOGY
N 02	ADMINISTRATION OF JUSTICE	N 27	FORESTRY/NATURAL RESOURCES
N 03	AERONAUTICS	N 28	GRAPHIC ARTS
N 04	ARCHITECTURE/ENGINEERING TECH.	N 29	HEALTH CARE ANCILLARIES
N 05	AUTO BODY TECHNOLOGY	N 30	INDUSTRIAL DESIGN/TECHNOLOGY
N 06	AUTO MECHANICS	N 31	INDUSTRIAL TECHNOLOGY
N 07	AVIATION	N 32	LABOR RELATIONS
N 08	BANKING AND FINANCE	N 33	LEGAL ASSISTING
N 09	CABINETMAKING	N 34	LICENSED VOCATIONAL NURSING
N 10	CARPENTRY	N 35	MACHINE TOOL TECHNOLOGY
N 11	COACHING	N 36	MASONRY
N 12	COMMUNITY SOCIAL SERVICES	N 37	MEDIA PRODUCTION
N 13	COMPUTER INFORMATION SYSTEMS (APP)	N 38	MULTIMEDIA
N 14	CONSTRUCTION MANAGEMENT	N 39	OFFICE TECHNOLOGIES
N 15	COSMETOLOGY	N 40	ORNAMENTAL HORTICULTURE
N 16	CULINARY ARTS/FOOD TECHNOLOGY	N 41	PHOTOGRAPHIC TECH./COMM. PHOTO
N 17	DENTAL TECHNOLOGY	N 42	PRINTING TECHNOLOGY
N 18	DIESEL MECHANICS	N 43	RADIOLOGIC TECHNOLOGY
N 19	DRAFTING	N 44	REAL ESTATE
N 20	DSPS FACULTY: NONCREDIT SPECIALIZED INST	N 45	RETAILING
N 21	ELECTRICITY	N 46	SIGN LANGUAGE
N 22	ELECTRONICS TECHNOLOGY	N 47	TRAVEL SERVICES
N 23	EMERGENCY MEDICAL TECHNOLOGIES	N 48	UPHOLSTERING
N 24	ENVIRONMENTAL TECH	N 49	WELDING
N 25	FASHION AND RELATED TECHNOLOGIES	N 99	OTHER (Specify):

## **Ethnic Studies – Minimum Qualifications**

### **(1) “Minimum Qualifications for Faculty and Administrators in California Community Colleges” (2009-2010)**

**Master’s in the ethnic studies field OR  
The equivalent OR  
See Interdisciplinary Studies**

### **(2) Ethnic Studies in Peralta Community College District**

**African American Studies – a Master’s in African American Studies OR a Master’s with an emphasis in African American Studies OR the equivalent.**

**Asian American Studies – a Master’s in Asian American Studies OR a Master’s with an emphasis in Asian American Studies or the equivalent.**

**Mexican/Latin American Studies- a Master’s in Chicano Studies, Latin American Studies, Mexican American Studies OR a Master’s with an emphasis in one of these areas OR the equivalent.**

**Native American Studies – a Master’s in Native American Studies OR a Master’s with an emphasis in Native American Studies OR the equivalent.**

**Ethnic Studies – a Master’s in one of the above areas OR a Master’s in Ethnic Studies OR the equivalent.**





**AFRICANA STUDIES**

1600 Holloway Ave E/P 103  
San Francisco, CA 94132

phone: 415/338-2352

fax: 415/405-0553

e-mail: [afrs@sfsu.edu](mailto:afrs@sfsu.edu)

web: <http://www.sfsu.edu/~ethnicst/afrs/>

To:

Subject: MA Degree Verification for

From:

Department of Africana Studies, College of Ethnic Studies  
San Francisco State University

To:

Re: Temporary Part-Time Instructor, African American Studies

MA Degree Verification

In 2011 at San Francisco State University, graduated MA in Ethnic Studies, with an  
Emphasis in African American Studies. She was then hired to teach in our Africana Studies department  
for the past 3 years

If you have further questions please contact me at the above email and/or phone.

# PCCD GUIDE FOR HIRING PART-TIME FACULTY

**OPTION 1: Preferred Hiring Pool for Part-Time Faculty:** Part-time faculty in the preferred hiring pool are the #1 priority for available assignments. Link: <http://web.peralta.edu/indev/part-time-faculty-workload/>

**OPTION 2: Online Part-Time Instructor Temporary Pool:** The second option will be given to online applicants that meet all the minimum qualifications to teach at Peralta.

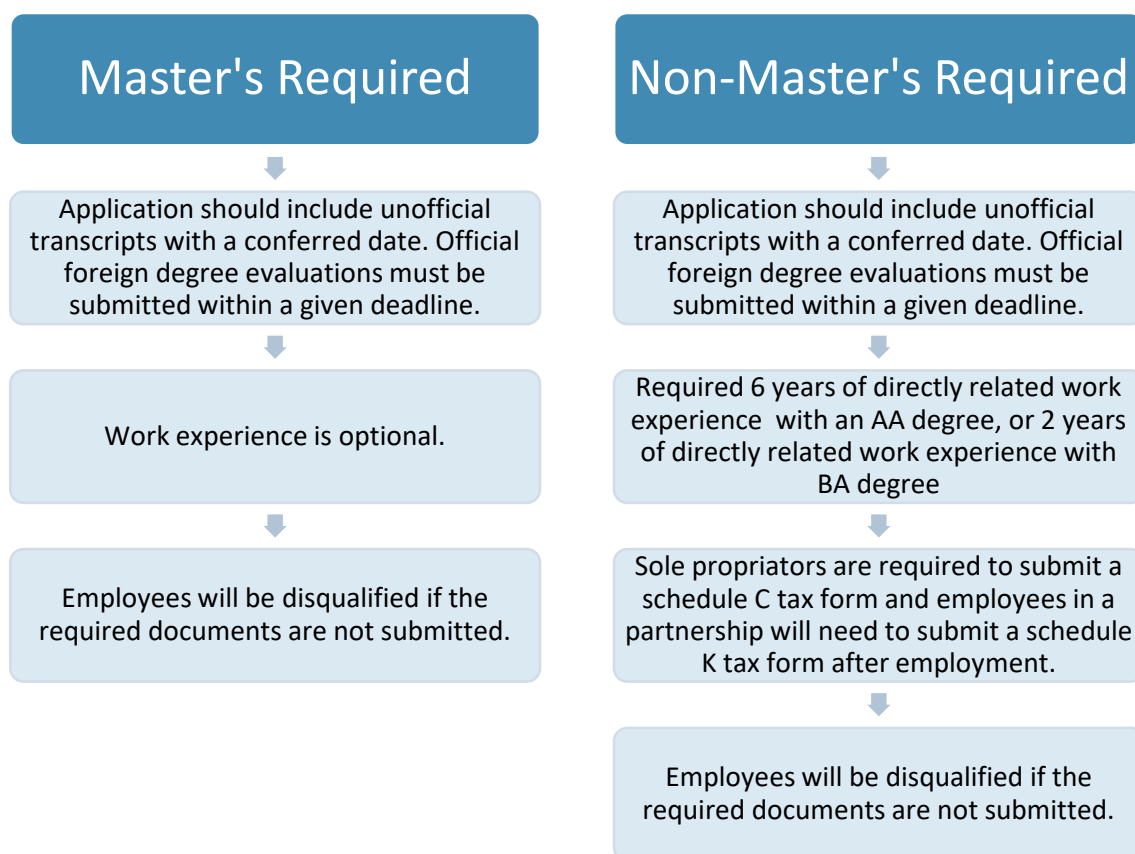
The following guide outlines the specific steps that help achieve an efficient hiring process.

## 1. Employee Submits an Online Application

- A new applicant must apply to the part-time temporary pool under a specific discipline.
- If a discipline is not available, then the applicant must apply to the **part-time instructor – general pool**. Link: <https://peraltaccd.peopleadmin.com/postings/search>

## 2. Generate a New Hire ePAF Request

- Hiring administrators must verify the applications for minimum qualifications (MQs)
  - Link to check minimum qualifications: [https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO\\_Report\\_Min\\_Qualifications-ADA-Final.pdf?](https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Reports/Files/CCCCO_Report_Min_Qualifications-ADA-Final.pdf?)



# PCCD GUIDE FOR HIRING PART-TIME FACULTY

- Create a new ePAF to be routed for campus approval
  - ePAF comment section must include:
    - **“New hire to teach (discipline). MQs verified. Application #CN000\*\*\*\*”**
    - If **counseling**, then specify DSPS/EOPS or COUN
    - If hired through **FDIP**, please specify in the comments and submit the mentor mentee contract
    - If employee is going through **equivalency**, then specify in the comments and verify that the paperwork was submitted
  - **ePAF will be returned and process will be delayed for the following conditions:**
    - Transcript in application does not include the conferred date
    - Applicant does not meet MQs and equivalency process has not been initiated

## 3. Onboarding Appointment with HR

- Once a new hire ePAF is approved, HR will schedule an onboarding appointment with new employees.
- Minimum requirements for the onboarding appointment:
  - Live Scan
  - I9 documents (e.g., passport or social security card and ID)
  - TB test
- HR will collect documents from the employee and complete the salary placement.

## 4. Employment Activation in People Soft

- HR will enter the following in People Soft (PS) to active the employee’s status and generate their employee ID number:
  - New employee information
  - Subject area/discipline
  - Employee salary
- Academic Specialists at each campus will enter the employee’s workload into PS.

District IT receives a notice after an employee has been activated. New employees can contact IT for login credentials at [helpdesk@peralta.edu](mailto:helpdesk@peralta.edu). District IT will then set up basic PROMT access and an email account for new employees.



*Please contact the PCCD Human Resources Office if you have any questions!*

## **SAMPLE LETTER TEMPLATE**

This template is to be used as a guide for your previous employer(s) when they write your employment verification letter, this is **not** a form to be filled in.

Below is a list of required information that must be included in each letter. If any of the required information is missing, you will need to contact your previous employer(s) for revisions prior to submitting it to the Human Resources Office.

### **Required Information:**

1. The letter must be written on the employer's letterhead, which bears the employer's name, address, and phone number.
2. Employee's title (work must be directly related to Peralta assignment)
3. Dates worked
4. Full Time or Part Time
  - a. If part-time, indicate full-time equivalent load for part-time employment (e.g. 50% of full-time or 0.50 FTE)



To whom it may concern,

This will verify that (NAME) is/was employed as (JOB TITLE) beginning (MONTH, DAY, YEAR) and ending (MONTH, DAY, YEAR) on a (FULL-TIME/PART-TIME) basis. (If part-time, their employment consisted of (percent %) of full-time).

(Signature)

(Title)

(Firm)

(Date)

## Acceptable Documents for Salary Placement and Meeting Minimum Qualifications (initial 90-day deadline)

### TRANSCRIPTS

Employees must submit official transcripts to meet the minimum qualifications and/or for salary placement purposes.

### HARD COPY - TRANSCRIPTS

Transcripts are official if they are in a sealed envelope. Employees or the institution may mail them directly to the HR office. Any opened transcripts **are not** considered official and will not be accepted.

### E-TRANSCRIPTS

E-transcripts are official if the official website or the institution emailed them directly to HR. E-transcripts emailed from the employee **is not** considered official and will not be accepted.

### EMPLOYMENT VERIFICATION

Employment verification must be directly related to the employee's role at Peralta. They must be submitted by the 90-day deadline to meet minimum qualifications and to count towards salary placement. Please see [sample letter template](#).

Acceptable documents for employment verification:

- Employment verification letters from previous or current employer(s)
- Employment verification letters from an employer that is no longer in business
  - Anyone can write an employment verification letter, but it must be in the company's original letterhead OR
  - Employees can retrieve employment verification from a third party company (e.g. The Work Number)
- Employment verification letters for non-paid/intern/volunteer work
- Tax Forms:
  - Self-employment (includes private tutoring): Schedule C
  - Schedule K
  - Form 100S, 100-ES, or 1120S are acceptable as long as we are able to verify the business information.

### FOREIGN DEGREE – GENERAL EVALUATION

Employees must submit a foreign degree evaluated by a US qualified agency to meet minimum qualifications. Translation documents of a foreign degree **do not** count as official evaluations of a foreign degree.

Evaluations are official if they are in a sealed envelope. Any opened evaluation or PDF sent by the employee **is not** considered official and will not be accepted.

### FOREIGN DEGREE – COURSE-BY-COURSE EVALUATION

Employees have the option to submit a course-by-course evaluation with units of their foreign degree. A course-by-course evaluation is optional, but may help with salary placement at a higher column.

# Faculty Employment Checklist

Peralta Community College District, Office of Human Resources  
333 East 8th Street, Oakland, CA 94606

The Human Resources (HR) Department will contact new hires to schedule an appointment after we receive a hiring request from your Division Dean. New hires must complete the appointment before their start date. Employees must submit all required documents by the deadlines to meet the minimum qualifications. Otherwise, the employee will become ineligible to teach at Peralta.

## **Documents due at the time of the HR appointment:**

- Live Scan Fingerprints (use the required Peralta form as no previous Live Scan will be accepted)
  - [Live Scan Form](#)
  - [Locations](#)
- Proof of Eligibility to work in the US/ I9 documents (Click [here](#) for full list. Original copies only.)
- Online Faculty Application

**Documents due before or on the employee's start date:** HR recommends that all employees bring their TB test reading to their appointment.

- [Tuberculosis Test Result](#), OR Medical Examination Form

## **Documents due within 90 days of the employee's start date:**

- Official Transcripts (Associate's, Bachelor's, Master's, and/or Doctorate, as well as any other post-baccalaureate units).
  - Mailed transcripts must be sealed
  - E-Transcripts must be emailed directly from the source to an HR staff
  - Foreign degree(s) must be evaluated by an official foreign credentials/transcripts evaluation and translation service.
- Verification of related work experience letter. Please see page two for an example template.

If you are interested in benefits, contact the Benefits Office at (510) 466-7229 within 30 days of your hire date.







See the link below for directions to the Peralta Human Resources Office.

<https://goo.gl/maps/BwXXzeyKREF2>



# Welcome to Peralta!

There are 5 steps to complete prior to your HR appointment.

 <p><b>Step 1:</b> Collect items from the Faculty Checklist.  <a href="http://web.peralta.edu/hr/files/2019/11/Faculty-Employment-Checklist.pdf">http://web.peralta.edu/hr/files/2019/11/Faculty-Employment-Checklist.pdf</a></p> <ul style="list-style-type: none"> <li>• Complete your TB Test:  <a href="https://web.peralta.edu/hr/faqs/">https://web.peralta.edu/hr/faqs/</a></li> <li>• Medical Examination Form is not necessary</li> </ul>	  <p><b>Step 2:</b> Complete your Live Scan.  <a href="https://web.peralta.edu/hr/pccd-livescan-faculty-and-classified/">https://web.peralta.edu/hr/pccd-livescan-faculty-and-classified/</a>          Live Scan locations:  <a href="https://oag.ca.gov/fingerprints/locations">https://oag.ca.gov/fingerprints/locations</a></p> <ul style="list-style-type: none"> <li>• <b>No</b> previous employer Live Scan will be accepted</li> </ul> <p><b>Collect your I9 documents. Original documents only. No copies.</b></p>
 <p><b>Step 3:</b> Email me back with a <u>preferred time and date</u> for a HR appointment.          Available times <b>ONLY</b> on:  <b>Wednesdays at 11 a.m. &amp; 3 p.m.</b>  <b>Thursdays at 11 a.m. &amp; 3 p.m.</b>          333 E 8<sup>th</sup> ST, Oakland, CA 94606</p>	
 <p><b>Step 4:</b> Complete every page of the New Hire Documents. <u>Print New Hire Documents - 1 sided copies only.</u> The Part 2 packet is FYI information.  <b>New Hire Documents:</b>  <a href="http://web.peralta.edu/hr/files/2020/02/New-Hire-Documents-PT-1.pdf">http://web.peralta.edu/hr/files/2020/02/New-Hire-Documents-PT-1.pdf</a>  <b>Part 2 packet:</b>  <a href="http://web.peralta.edu/hr/files/2019/12/Part-2-FYI-Documents.pdf">http://web.peralta.edu/hr/files/2019/12/Part-2-FYI-Documents.pdf</a></p>	 <p><b>Step 5:</b> Choose one (1) retirement plan and fill out one of the below form.</p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Cash Balance              See link below for the form and instructions.  <a href="http://web.peralta.edu/hr/files/2019/11/CalSTRS-CB-Form.pdf">http://web.peralta.edu/hr/files/2019/11/CalSTRS-CB-Form.pdf</a></li> <li>• <b>Option 2:</b> Permissive membership              See link below for the form and instructions.  <a href="http://web.peralta.edu/hr/files/2019/01/DB-Form-2019.pdf">http://web.peralta.edu/hr/files/2019/01/DB-Form-2019.pdf</a></li> </ul> <p>Contact CalSTRS at (800) 228-5453 if you need advice on which option is best for you.</p>

# CalSTRS Retirement Options 2019-2020

All part-time faculty members at Peralta are required to enroll in one of two retirement options.

*Vested means employees are entitled to 100% of their and the employer's contributions when they leave a CalSTRS covered position.*

## **OPTION 1** **Cash Balance**

Immediate vesting  
Employee contributes 4%  
Peralta contributes 4%

## **OPTION 2** **Permissive Membership**

**(Defined Benefit - DB)**  
5 years of full-time equivalent work to become  
fully vested with CalSTRS.

\*See below for specific contribution rates

**OR,**

Start with the Cash Balance plan and then move to the Defined Benefit plan anytime thereafter. However, once you choose Defined Benefit, you will not be able to switch back to Cash Balance.

If you are already in the Defined Benefit plan with another employer elsewhere, you must select the Defined Benefit plan with Peralta.

Please contact [CalSTRS](#) regarding your future consolidation plan.

### **Permissive Membership (Defined Benefit) Rates**

For people who enrolled *prior* to January 1, 2013, and were covered by a different retirement plan at the time of enrollment:

- Employee contributes 10.25%
- Peralta contributes 17.10%

For people who enrolled *after* January 1, 2013, or who have never enrolled into CalSTRS:

- Employee contributes 10.205%
- Peralta contributes 17.10%

Contribution rates are subject to change by fiscal year.



**(800) 228-5453**



**Email CalSTRS [here](#).**





# New Academic Employee FAQ

## Email and Access

### Employee ID Number

HR will email you your employee ID number within two (2) business days after your HR appointment.

### Email Access

Please contact [helpdesk@peralta.edu](mailto:helpdesk@peralta.edu) after you receive your employee ID number and include your name, campus location, and employee ID number for help with your email and online access.

### ID Badge

The dean of your department will need to submit an online request for your employee ID badge by following the instructions [here](#). Once the request is approved, contact the [Sheriff's office](#) to schedule an appointment and obtain your ID badge.

## Payroll

### Update W4

Please visit the [Peralta Payroll Department](#) website for the W-4 form, complete it, and email it to your appropriate HR/payroll representative.

### Sign up for Direct Deposit

Please visit the [Peralta Payroll Department](#) website for the direct deposit form, attach a voided check, and email it to your appropriate HR/payroll representative.

### Pick up paycheck (non-direct deposit option)

Employees who chose to not enroll into direct deposit must pick up their check at the Cashier's office of their home campus.

### Paycheck Questions

Contact the [Payroll](#) department for any payroll/paycheck related questions.

## HR information

### Contact HR

Please visit the [HR directory](#) to find the appropriate contact that support your particular campus.

### Update Personal Information

Log in to PROMT and go to the [Employee Self Service](#) section to update your personal information OR visit this [link](#) to complete the form.

### Benefit Options

Contact the [Benefits](#) office by phone at (510) 466-7229 or by email at



# New Academic Employee FAQ

[benefits@peralta.edu](mailto:benefits@peralta.edu) within 30 days after your hire date for more information about benefits options.

## Retirement Options – CalSTRS

Contact CalSTRS by phone at (800) 228-5453 or use their [contact form](#) if you have questions related to the CalSTRS retirement options. You can also view the CalSTRS [Member Publications](#) section for guides on the retirement plans.

## Salary Scale Information

You can visit the [Salary Information](#) page in the [Human Resources](#) site to find the most updated salary scales.

## Salary Placement for New Faculty

Click [here](#) for a list of acceptable documents that count towards salary placement. Salary placement details will be discussed during the HR appointment.

## Campus/Department

Contact your department dean or chair for information on the items listed below:

- Parking permit
- Directory for campus contacts (who to contact at the campus and for what)
- Contact person for assignment information/schedule
- Keys
- Access to class roster
- Copy machine code
- Ordering materials for classes
- Submitting grade roster
- Access to Canvas
- Campus mailbox
- Any assignment/campus questions you might have

## Master's Required Salary Placement – PT Faculty

Salary placement is based on education and work experience. Employees should submit all transcripts by the deadline to meet the minimum qualifications, and keep their teaching status at Peralta active. Work experience is optional for master's required disciplines.

### Columns:

Column advancement is based on semester units taken after the completion of your BA/BS. Quarter units will be converted to semester units. For example, if your master's program was around 30 semester units, then you will be placed on column A. If your master's program was 62 units, you will be placed on column C.

<b>A = less than 45</b>	<b>B = 45 units</b>	<b>C = 60 units</b>	<b>D = 75 units</b>	<b>E = 90 units or more</b>
-------------------------	---------------------	---------------------	---------------------	-----------------------------

During initial salary placement, employees can submit any units taken after the completion of their BA. Any units count as undergraduate, graduate, professional, extension courses, etc.

### Steps:

Step movement is based on the work verification letters that an employee submits. Work verification is optional but can help place an employee in a higher hourly rate. Every step counts as one full-time year equivalent of work submitted, which means that employees can only move a whole steps (no half steps).

The maximum step placement for new hire part-time faculty is step 7. Any work submitted beyond step 7 will not place a new hire faculty beyond step 7.

<b>Step 1</b> = 0 to less than one year of work submitted
<b>Step 2</b> = 1 year of full-time equivalent work submitted (FTE)
<b>Step 3</b> = 2 years FTE
<b>Step 4</b> = 3 years FTE
<b>Step 5</b> = 4 years FTE
<b>Step 6</b> = 5 years FTE
<b>Step 7</b> = 6 years FTE

All work verification must be submitted by the 90 day deadline, and must be directly related to the employee's role at Peralta.

Employees receive a check on the last business day of the month. Please see the Pay Schedule chart in the Salary Schedule sheet for PT faculty.

\*Lab rates are 80% of lecture rates.

\*Non-instructional rates are 50% (counselors, librarians, other non-teaching academic positions).

Please see page 2 for a brief explanation of salary advancement after the initial placement.

## Master's Required Salary Placement – PT Faculty

### Column Movement after Initial Placement (after the 90 day deadline):

- Employees can advance to a different column after the 90 day deadline by submitting official sealed transcripts of graduate level courses, or
- By going through an approval process for undergraduate level courses and then submitting official sealed transcripts

**Graduate level courses:** No requirements are necessary other than submitting official transcripts to the PCCD Human Resources Office. Employees should submit their official transcripts within the first four weeks of the Fall or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

**Undergraduate level courses:** Employees should make a list of courses that they wish to take and fill out the Faculty Request Courses for Salary Advancement sheet with that information. The request should be submitted to HR and will go through an approval process. You can contact the HR Office by email for more details.

A maximum of 20 undergraduate units can be counted towards salary advancement after the initial salary placement.

Employees should submit their official transcripts within the first four weeks of the Fall semester or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

To make salary adjustments, HR will verify the courses in the official transcript with the approved list of courses. Undergraduate courses that are not approved will not be counted.

### Step Movement after Initial Placement:

Part-time faculty will continue to move steps during their time at Peralta based on their workload. Employees can move steps after they have accrued a total of 30 equated hours.

\*New steps will only be effective during the Fall semester or Spring semester.

Please contact the Human Resources Office for more details.

## Non-Master's Required Salary Placement – PT Faculty

Salary placement is based on education and work experience. Employees should submit all transcripts and employment verification by the deadline to meet the minimum qualifications, and keep their teaching status at Peralta active.

### Columns:

Initial column placement is based on the conditions in the following chart:

<b>A =</b>	<b>B =</b>	<b>C =</b>	<b>D =</b>	<b>E =</b>
Possession of an Associate degree plus six (6) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 15 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus seven (7) years of occupational experience	Possession of an Associate degree plus six (6) years of occupational experience plus 30 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus eight (8) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 45 units after the Associate degree.	Possession of a Bachelor's degree from an approved college or university plus the required two (2) years of occupational experience for the discipline.

Employees can submit any units taken after the completion of their AA during initial placement. Any units count as undergraduate, graduate, professional, extension courses, etc.

### Steps:

Initial step placement is based on the work verification letters that an employee submits. Work verification is required and can help place an employee in a higher hourly rate. Every step counts as one full-time year equivalent of work submitted, which means that employees can only move a whole steps (no half steps).

The maximum step placement for a new hire part-time faculty is step 7. Any work submitted beyond step 7 (6 years full-time equivalent) will count towards salary placement in a column beyond column A.

<b>Step 1</b> = 0 to less than one year of work submitted
<b>Step 2</b> = 1 year of full-time equivalent work submitted (FTE)
<b>Step 3</b> = 2 years FTE
<b>Step 4</b> = 3 years FTE
<b>Step 5</b> = 4 years FTE
<b>Step 6</b> = 5 years FTE
<b>Step 7</b> = 6 years FTE

## Non-Master's Required Salary Placement – PT Faculty

All work verification must be submitted by the 90 day deadline, and must be directly related to the employee's role at Peralta.

Employees receive a paycheck on the last business day of the month. Please see the Pay Schedule chart in the Salary Schedule sheet for PT faculty.

\*Lab rates are 80% of lecture rates.

\*Non-instructional rates are 50% (counselors, librarians, other non-teaching academic positions).

---

### Column Movement after Initial Placement (after the 90 days deadline):

- Employees can advance to a different column after the 90 days deadline by submitting official sealed transcripts of graduate level courses, or
- By going through an approval process for undergraduate level courses and then submitting official sealed transcripts.

**Graduate level courses:** No requirements are necessary other than submitting official transcripts to the PCCD Human Resources Office. Employees should submit their official transcripts within the first four weeks of the Fall or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

**Undergraduate level courses:** Employees should make a list of courses that they wish to take and fill out the Faculty Request Courses for Salary Advancement sheet with that information. The request should be submitted to HR and will go through an approval process. You can contact the HR Office by email for more details.

A maximum of 20 undergraduate units can be counted towards salary advancement after the initial salary placement.

Employees should submit their official transcripts within the first four weeks of the Fall semester or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

To make salary adjustments, HR will verify the courses in the official transcript with the approved list of courses. Undergraduate courses that are not approved will not be counted.

### Step Movement after Initial Placement:

Part-time faculty will continue to move steps during their time at Peralta based on their workload. Employees can move steps after they have accrued a total of 30 equated hours.

\*New steps will only be effective during the Fall semester or Spring semester.

Please contact the Human Resources Office for more details.