

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

To: Division of Human Resources Date: _____

From: _____ College _____
Signature of President

Subject: NOTICE OF INTENT TO FILL ACADEMIC (CERTIFICATED) POSITION

Directions: Complete sections A, B, and C. Section D is for PACE only. Use E, F, & G for compliance with District Board Rule (Chapter X, Article III, 10301 - www.laccd.edu/board_rules/); Ed. Code, Title 5; and College hiring procedures.

A. Administrator in Charge: _____ Position Type: Faculty Administrative
Class Code _____ Position Title (Discipline): _____ Assignment Basis _____

Position Status:

B. Faculty: Probationary/Tenure track Long Term Sub (LTS) Limited (LT)

Administrative: Continuing (permanent) Acting Interim selected candidate cannot be considered for permanent position.

C. Position is: New ____ If not new, provide name of person being replaced: _____

Recruitment start and end dates (6 week minimum for probationary, and continuing positions): From _____ To _____
(3 week minimum for LTS and LT)

Date to be filled (EXPECTED HIRE DATE): From _____ To _____

Note: Provide end date only if position is for Limited, Long Term Sub, Acting, or Interim status.

Budget Program No. _____ SFP: Yes _____ No _____

D. PACE position? Yes ____ No ____ Will you be selecting from the PACE faculty roster? Yes ____ No ____

E. MAILING LIST - provide an email address where list is to be sent _____

F. WEBSITE POSTING - email your announcement or job description to jobpostings@laccd.edu

G. TRANSFER LIST

Faculty - MANDATORY INTERVIEW

Administrative - OPTIONAL INTERVIEW

Division of Human Resources:

() Approved for Processing
____ Direct appointment by Chancellor _____
____ Selection procedures

() Not Approved

() See Comments Below

MAILING LIST

Sent by _____
Date _____

Signature _____
Division of Human Resources

Date _____