

INTER-OFFICE CORRESPONDENCE  
Los Angeles Community Colleges

To: Division of Human Resources Date: March 11, 2014  
From: Monte E. Perez Signature of President Monte E. Perez 3/13/14 College Mission  
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/](http://www.laccd.edu/board_rules/)); Ed. Code, Title 5; and College hiring procedures.

A. Administrator in Charge: Michael K. Allen, VP of Academic Affairs Position Type: Faculty  Administrative   
Class Code 0640 Position Title (Discipline): Dean of Academic Affairs Assignment Basis A  
For ISA/CI—waiver will be required if using general funds; for SPF—waiver not required. FTE 1.0

Position Status:

B. Faculty: Probationary/Tenure track (\*see #F) Long Term Sub (LTS) Limited (LT)  
Administrative:  Continuing (permanent) (\*see #F) Acting Interim selected candidate cannot be considered for permanent position.

C. Position is: New  If not new, provide name of person being replaced: Nadia Swerdlow  
Recruitment start and end dates (6 week minimum for probationary and continuing positions): From 3/17/14 To 4/30/14  
(3 week minimum for LTS and LT)

Date to be filled (EXPECTED HIRE DATE): From June 1, 2014 to \_\_\_\_\_  
Note: Provide end date only if position is for Limited, Long Term Sub, Acting, or Interim status.

Budget Program No. M1030A 10100 SFP: Yes  No

D. PACE or ITV position Will you be selecting from the PACE faculty roster/ITV faculty roster? Yes  No   
If selecting from the PACE/ITV Roster, email Pat Martinez at [martinp@email.laccd.edu](mailto:martinp@email.laccd.edu) with the name of the person and semester start date.

E. MAILING LIST - provide an email address where list is to be sent \_\_\_\_\_  
will be sent to Administrator in charge if blank

F. WEBSITE POSTING - email your announcement or job description to: [jobpostings@laccd.edu](mailto:jobpostings@laccd.edu)  
\*Required to post in State Registry website; email job description to: [registry@yosemite.cc.ca.us](mailto:registry@yosemite.cc.ca.us)

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

<b>MAILING LIST</b>
Sent by _____
Date _____

Signature Helena Soloncho for Carlos Covarrubias Date 3-18-14  
Division of Human Resources

INTER-OFFICE CORRESPONDENCE  
Los Angeles Community Colleges

To: Deputy Chancellor

Date: March 11/13

From: \_\_\_\_\_  
Signature of President/Division Head

LAMC  
College/District Office

Subject: REQUEST FOR AUTHORIZATION TO FILL A PERMANENT POSITION (ACADEMIC OR CLASSIFIED)

**Restricted Hiring Policy:**

Effective January 14, 2008, submittal of this document to the Deputy Chancellor is required before any selection activity may occur for any permanent academic or classified position. The policy aims to achieve an appropriate level of cost containment to the extent possible during a period of fiscal exigency. Selection processes already underway prior to this date may be completed but this form is still required and should be forwarded to the Deputy Chancellor.

1. POSITION INFORMATION (check appropriate box)

Academic (Faculty and Administrative)- Attach NOI

New Classified Position – Attach C1121 Form

Existing Classified Position (complete the following information):

Class Code: \_\_\_\_\_ ~~Class~~ Title: Dean of Academic Affairs Position Number: \_\_\_\_\_

Assignment Basis (PSA): \_\_\_\_\_ Shift: \_\_\_\_\_ FTE: \_\_\_\_\_

GL: \_\_\_\_\_ Cost Center/WBS: \_\_\_\_\_ Fund: \_\_\_\_\_

Prior Incumbent's Personnel ID#: \_\_\_\_\_



2. RATIONALE FOR PRIORITY HIRING REQUEST (attach additional sheet if necessary)

*Incumbent transferred to EAC*

DEPUTY CHANCELLOR'S OFFICE USE ONLY

Approved  
(If approved, proceed with regular District academic hiring or Personnel Commission classified hiring procedures)

Statement of any special conditions, if applicable:

Not Approved

*AD Barrera* \_\_\_\_\_ *3/17/14* \_\_\_\_\_  
Signature of Deputy Chancellor Date

Return completed and signed form to the Deputy Chancellor's Office.