

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

To: Division of Human Resources Date: 9/24/2014
From: Joe S. Ramirez Signature of President 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 - <http://www.laccd.edu/bc/dbr/10301>); Ed. Code, Title 5; and College hiring procedures.

A. Administrator in Charge: Joe S. Ramirez Position Type: Faculty Administrative
Class Code A0650 Position Title (Discipline): Associate Dean Assignment Basis A
For ISA/CI—waiver will be required if using general funds; for SPF—waiver not required. FTE 1

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 X 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 ASAP to _____

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

Budget Program No. 10420-M6410 / 10420 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@amail.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 ramirejs@lamission.edu
will be sent to Administrator in charge if blank

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

G. TRANSFER LIST
Faculty - MANDATORY INTERVIEW
Administrative - OPTIONAL INTERVIEW

Division of Human Resources:

- (X) Approved for Processing
____ Direct appointment by Chancellor _____
* Selection procedures
() Not Approved
() See Comments Below

MAILING LIST	
Sent by	_____
Date	_____

Signature Joe S. Ramirez
Division of Human Resources

Date 10/31/14