

Fullerton College
Payment to Faculty Not on Contract
For Service on Hiring Committees

On occasion there is a need to convene a hiring committee during the summer to facilitate recruitment. The decision to convene a hiring committee is made by the President.

The campus procedure for processing payment to faculty not on contract time for service on a hiring committee is outlined below:

1. An interoffice memo is prepared from the Hiring Committee Chair and addressed to Human Resources. This memo is to include:
 - a. Names of faculty members and for which hiring committee
 - b. Dates and total hours of required service, with a "not-to-exceed" number of hours
 - c. Budget number: 11200-5125-14100-6600
2. The memo is routed through the campus as outlined below:
 - a. President's approval
 - b. Budget Office approval and forwarding to Human Resources
3. At the end of the service on the hiring committee the employee completes a timecard (1/2 page). The timecard includes:
 - a. Date and hours of service
 - b. The rate of pay is the non-teaching lab rate, which is noted in the "rate of pay" section on the timecard. Payroll will calculate.
 - c. Employee's signature
4. The timecard is routed through the campus for approval as outlined below:
 - a. Hiring Committee Chair
 - b. President
5. Once the timecard is signed, it is sent to the Budget Office.
6. The Budget Office will forward to Human Resources for payment processing.