

Sierra College

ADMINISTRATIVE PROCEDURE

AP 7114

Faculty Internship Program for Staff Diversity

Date Adopted:	5/28/1991
Date Revised:	3/8/2019
Date Reviewed:	10/31/2025
References:	Education Code Section 87487; SCFA Collective Bargaining Agreement

The Faculty Internship Program provides an opportunity to acquire practical skills necessary to facilitate learning in an educational environment to qualified graduate students who are interested in teaching in the community college. The faculty intern is under the guidance and supervision of a full-time faculty member, subject to the conditions as described below.

This procedure is comprised of two components. The first component addresses the criteria to satisfy the requirements of the policy. The second component addresses the process for implementing the program.

Criteria:

Education Code Requirements

- A faculty intern must be enrolled in a graduate program at the University of California, California State University, or any other accredited institution of higher education, or in a vocational or technical field where a Master's Degree is not generally expected or available. Persons who meet the regular faculty minimum qualifications, but who lack teaching experience, may also be included in internship programs.
- A faculty intern must have completed at least fifty percent (50%) of the required number of units of their graduate program.
- A faculty intern may only be assigned to teach or to serve in a discipline for which they would be qualified to teach or render service upon completion of their graduate studies.
- A faculty intern must be under the general supervision of a full-time faculty member who is legally qualified to teach the course or render the service that the faculty intern is providing.

- The faculty intern should complete all course work in their graduate program within a one-year timeframe after which the intern may be employed as a faculty intern in following semesters.

Academic Senate

- Graduate students considered for the faculty intern program may have their coursework, transcripts and degree objectives evaluated by the Equivalency Committee, if applicable.

Collective Bargaining

- A faculty member serving as a mentor shall be provided with a stipend as provided for in the SCFA Collective Bargaining Agreement.
- A faculty intern shall be provided with a stipend as provided for in the SCFA Collective Bargaining Agreement.
- A faculty mentor's assignment shall be such that there are no other regularly assigned duties during the time that the faculty intern is teaching or rendering service.
- A faculty mentor shall be responsible for providing regular and systematic contact with the faculty intern.
- Full-time faculty scheduled to teach an overload or part-time faculty scheduled to teach for the subsequent fall or spring semester shall not be displaced as a result of implementing the Faculty Internship Program.

Equal Employment Opportunity (EEO)

- Faculty intern positions shall be based on the principles of equal employment opportunity in accordance with the Sierra Joint Community College District's EEO Plan.
- The EEO Advisory Committee may review the following information:
 1. Availability of diverse applicants
 2. Underutilization of diverse faculty, by discipline
 3. Projected turnover of faculty, and expected number of vacancies

Process:

Coordination Process

- The coordination of the Faculty Internship Program shall be the joint responsibility of the EEO Officer, the Chief Human Resources Officer and the EEO Advisory Committee. The EEO Officer will be the program coordinator.
- The EEO Officer will work closely with the EEO Advisory Committee in implementing the EEO Plan.

Recruitment Process

- The EEO Officer will develop a recruitment brochure and recruitment campaign as an outreach tool for attracting qualified diverse applicants to the program.

- The EEO Officer or designee, the Chief Human Resources Officer, the appropriate Dean or faculty member may contact graduate programs at universities to publicize and promote the program.
- Under the coordination of the EEO Officer, recruitment teams will establish and maintain contact with ethnically diverse organizations, women's professional organizations and diverse advocacy groups to promote the program.
- The Dean of Graduate Studies at each intern's university will complete the appropriate form certifying the status of their graduate program.
- The EEO Officer, the appropriate dean, and/or the faculty member and the faculty intern will sign an agreement to fulfill the requirements of the intern program.

Application Process

- To obtain qualified faculty interns the EEO Office may contact the university Dean of Graduate Studies, or Sierra College or university department chairperson.
- Faculty interns must provide the EEO Officer with applications, transcripts, certification by the appropriate administrative dean and other information as requested.
- Once evaluated by the EEO Officer, the entire packet is forwarded to the Human Resources Office for verification and processing.

Evaluation Process

- The faculty mentor and the appropriate dean will provide the EEO Officer with a progress report of the intern at the end of the first semester of the internship.
- The final report shall carry a stipulation that the faculty intern has successfully met all the requirements of the intern program.
- The graduate student intern shall provide verification of their graduate studies progress to the EEO Office.

Employment Process

- Faculty interns who have successfully completed the program requirements may be employed as part-time faculty members, subject to funding and enrollment.
- Faculty interns are required to go through the part-time temporary hourly faculty employment process.
- Faculty interns who wish to be considered for full-time faculty positions with the District must apply in the same manner as other candidates applying for those positions.

See Board Policy 7114.