

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/](http://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 \_\_\_\_\_  
For ISA/CI—waiver will be required if using general funds; for SPF—waiver not required. FTE \_\_\_\_\_

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: \_\_\_\_\_  
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 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 \_\_\_\_\_ Date \_\_\_\_\_  
Division of Human Resources