

Academic Employment Opportunities – Frequently Asked Questions

How do I apply for a job?

All open positions are listed on the VCCCD Careers website: <https://www.schooljobs.com/careers/vcccd/academic>

Once you find a job you are interested in, click the job title to read the job announcement which includes a description of the job, information about the current vacancy, the minimum qualifications for the job, as well as information about the selection process.

When you are ready to submit an application, click “APPLY” in the upper-right hand corner of the page. You will receive an email confirmation once you have successfully submitted your application.

What do I need to include with my application.

The job announcement will outline all the information that you need to attach to your application, including:

Cover Letter, Resume, Letters of Recommendation (recommended, not required), Supplemental Questionnaire for Equivalency (if applicable), Complete official or unofficial college/university transcripts. Please make sure that the files you attach can be opened and are readable before you submit your application.

What happens after I submit my application?

A screening committee will review and screen your application and associated materials. The candidates deemed most qualified for the position will be invited to an interview.

For that reason, when completing the application and the supplemental questions, it is important to outline in detail your education, training (classes, seminars, workshops), and experience. You will be evaluated based upon the information provided.

How do I know what degree I need for a position?

Candidates must possess the minimum qualifications for the discipline as approved by the California Community Colleges Board of Governors and defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook.

The job announcement will also outline the specific degree and work experience combinations that meet the minimum qualifications.

I applied for a full-time (contract) faculty position. What will my salary be?

Full-time faculty salaries are governed by the collective bargaining agreement between the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO and the Ventura County Community College District.

For more information about how salaries are determined for full-time faculty positions, please review refer to Section 3.4 and 3.5 of the collective bargaining agreement.

New contract employees shall receive a maximum of seven years credit for any combination of all prior full-time teaching and (for those disciplines that require it) full-time professional experience directly related to the discipline of the assignment and pro-rata credit for all part-time teaching experience and (for those disciplines that require it) part-time professional experience directly related to the discipline of the assignment for the purpose of salary-step placement, resulting in a maximum initial placement of Step 8, except for Class I, which has a maximum initial placement of Step 10.

I applied for a part-time (non-contract) faculty position. What will my salary be?

Part-time faculty salaries are governed by the collective bargaining agreement between the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO and the Ventura County Community College District.

For more information about how salaries are determined for part-time faculty positions, please review Section 3.10 of the collective bargaining agreement.

I need help logging into, navigating, or using the application system on the VCCCD website.

Please note that we do not recommend using an iPad to access the application system and the Safari browser on the Apple Operating System may cause glitching when using the application system.

If you are still experiencing difficulties with the application system, please call governmentjobs.com customer service at this number: 855-524-5627. Unfortunately, our staff is not able to assist with troubleshooting issues related to your computer or internet connection, help logging into, navigating, or using the application system on the VCCCD Careers website.

I submitted my application but forgot to include something. Can I email it to HR, or should I fill out a new application?

No. We are not able to accept any additional information after you have submitted your application. However, if you are applying to a "continuous" recruitment, you can submit a new application every 24 hours*. If you are applying to a recruitment that has a closing date, you can only submit one application. Either way, please review the job announcement carefully and ensure that you have included all the information required before submitting your application.

*The most recent application submitted will be sent to the screening committee for review.

The closing date on the job posting says 'continuous.' What does that mean?

Continuous recruitments are used to create a "pool" of applicants. There may not be a current position vacancy for continuous recruitments and the District maintains the pool of applicants for positions that are needed on an ongoing basis at Moorpark College, Oxnard College, and Ventura College. The advantage to applying for a continuous recruitment is when a position becomes available, the Dean may immediately begin screening applications from the available pool of applicants without having to post a position and wait while the position is being advertised.

I applied for a job previously. Do I need to fill out a new application.

You will need to submit an application for any position you are interested in. Your master profile is saved in your VCCCD Careers website account, but you will want to make sure that it is up to date before you submit your application.

My degree is not listed in the minimum qualifications, but I know it is equivalent. What can I do?

If the title of your degree, as stated on your transcripts, does not exactly match one of the degree titles listed in the minimum qualifications, you must complete the Supplemental Questionnaire for Equivalency.

Do not assume that you do not need to submit a Supplemental Questionnaire for Equivalency because your degree is similar to a degree stated in the minimum qualifications.

Your Supplemental Questionnaire for Equivalency will be reviewed by a Districtwide Equivalency Committee. More information on this process can be found in VCCCD Board Policy 7211 and VCCCD Administrative Policy 7211.

I have a foreign degree. Can I still apply for a faculty position?

Yes. However, you will need to have your foreign degree evaluated by an approved agency and attach the agency evaluation with your transcripts to your application.

For a list of approved agencies, please visit:

https://www.vcccd.edu/sites/default/files/media/pdf_document/2020/AGENCIES%20APPROVED%20FOR%20FOREIGN%20TRANSCRIPT%20EVALUATION.pdf.

I do not have a copy of my transcript to submit with my application. Can I send them later? Or can I just send a copy of my diploma?

We will **not** accept a copy of your diploma in lieu of transcripts and you must include a copy of your transcripts (unofficial is fine) when you submit your application. Unofficial/official transcripts must show degree title and date degree was conferred. If you include a substitute document stating that you will submit your transcripts later or that they have been ordered, your application will be disqualified from the recruitment.

I need an accommodation for the interview. How can I request one?

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process. Requests should be submitted to hmail@vcccd.edu.

What happens after I have been offered a job?

Prior to starting in your position, you will also be scheduled to attend a New Hire Orientation which will provide you with additional information regarding benefits, salary, and paid time off. Human Resources will contact you to be fingerprinted and cleared by the Department of Justice and you will need to submit proof of passing a Tuberculosis test. If you still have questions after you have received your offer of employment, you can email HRTech@vcccd.edu or call 805.652.5530.