

FDIP & HR Process Agreement

This document outlines the best practices for Peralta Community College District (PCCD) when hiring a Faculty Diversity Internship Program (FDIP) intern.

Criteria for participants to be official interns in the PCCD system

A person must apply and be accepted to the FDIP program before they are part of the Peralta system. A Human Resources (HR) Analyst will forward the submitted application to the FDIP Coordinator for review. The FDIP Coordinator will decide who will join the program and notify them.

A differentiation will be made between people who join the FDIP program and have an assignment available and those who join but do not have an assignment.

FDIP intern: Participants who join the program and have an assignment/workload paired with a mentor.

FDIP participant: Participants who want to be a part of the training sessions but do not have an assignment.

The campus will need to submit the following required items for FDIP interns to be onboarded:

- A completed Mentor/Mentee contract
- An eFORM for the FDIP intern
- An eFORM for the mentor to be paid enter a Faculty Stipend

FDIP interns should complete onboarding and be activated in the system before their start date.

FDIP participants do not need prior approval from HR to join the FDIP program.

Notification of FDIP intern status

The FDIP Coordinator will submit a list to the HR office of the FDIP interns who will be part of the program for the school year or semester. The FDIP participants should not be included in the list unless they move to the intern status. The list notification will help HR track the onboarding status of the interns. Interns will be eligible to receive pay for their work after they complete the onboarding process with HR.

Another list will be provided to HR at the end of the school year or the following semester with the names of interns who graduated from the FDIP program. The list should include the names of interns who earned their master's degree and are considered as automatically graduated.

HR: FDIP status update

HR will use the list to contact the campus departments and interns, and to update the status of the employee from intern to part-time faculty. The intern will need to provide the required documents to meet the minimum qualifications according to the Minimum Qualifications Handbook for their teaching position. Required documents will also be used to update the employee's salary placement.

If an intern graduates from the FDIP program but does not meet the minimum qualifications, they can apply for an equivalency if they meet the equivalency eligibility. The employee can continue their work assignment after the equivalency application has been approved.

FDIP Coordinator signature: _____

Date: _____