



### SELECTION PROCEDURE —HIRING OF FULL-TIME AND PART-TIME FACULTY

#### A. Full Time Faculty. The following screening process applies to open tenure-track faculty positions and to full-time, temporary faculty replacement positions.

##### 1.0 RECRUITMENT

###### 1.1 Development of Job Announcement

1.1.1 The Director of Human Resources, in consultation with the Screening Committee, will develop a job announcement for all positions filled pursuant to this procedure. The job announcement will include:

- Filing deadline date
- Job duties
- Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g., resume, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The requirement that faculty demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.
- Each job announcement shall include language indicating that candidates are required to demonstrate that they can infuse diversity, inclusion, and multiculturalism into their instruction and/or services to students and are committed to student success.
- A statement, if appropriate, that additional full-time faculty openings that may become available prior to the end of the hiring process may also be filled from the qualified applicants.
- A statement, if appropriate, as to whether applicants for a full-time faculty position may be considered for a part-time faculty position or for a part-time faculty pool.

1.1.2 The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines.

###### 1.2 Advertising and distribution of Job Announcement

1.2.1 Human Resources will distribute copies of the job announcement to a variety of recruiting sources which shall include the Registry, California Community Colleges, and may include state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

- 1.2.2 Human Resources will place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.
- 1.2.3 The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair or other job fairs or resources for advertising the District as a potential faculty employer.

## **2.0 SELECTION**

### 2.1 Initiation of a selection process

- 2.1.1 A selection process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.
- 2.1.2 Those parts of the selection process that normally require the participation of faculty will not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the Academic Senate. Extenuating circumstances include, but are not limited to, instances when a faculty member must be identified on short notice to fill an unexpected leave of absence or vacancy.

### 2.2 Selection Committees

- 2.2.1 Full-time positions will be filled by utilizing Selection Committees.
- 2.2.2 The immediate supervisor, i.e., the academic Dean over the discipline will serve as chairperson of the Selection Committee or a chairperson will be designated by the Superintendent/President if the Dean is not available. A faculty member selected by the committee will serve as co-chairperson. The co-chairperson must have completed additional Human Resource, Compliance, & Equity training prior to their selection.
- 2.2.3 For each vacancy, the Director of Human Resources will contact constituent group leaders and ask that they request volunteers willing to serve on the Selection Committee.
- 2.2.4 The Director of Human Resources will collaborate with the co-chairpersons to develop the recommended committee membership list from the names submitted by constituent group leaders considering diversity, employees who have knowledge related to the duties of the vacancy, those who work closely with the position, and the following:
  - 2.2.4.1 When possible, a selection committee shall consist of 6 members: 3 full-time faculty one of whom should be from the same or related discipline whenever possible with 3 additional members selected from each of the non-faculty constituent groups.
- 2.2.5 The Director of Human Resources may request additional names to expand the

committee to meet the criteria included in 2.2.4. The co-chairpersons or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical expertise.

- 2.2.6 The recommended committee membership list will be forwarded by the Director of Human Resources to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders to inform those not selected to serve.

### 2.3 The committee co-chairpersons will:

- 2.3.1 Provide leadership to the committee during the various phases of the selection procedure.
- 2.3.2 Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.

### 2.4 The Director of Human Resources will:

- 2.4.1 Meet with the Selection Committee to provide training on the selection process, equal opportunity guidelines, and confidentiality requirements.
  - 2.4.1.1 The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a selection committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
  - 2.4.1.2 The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and multiculturalism into their instruction and/or services to students and are committed to student success.
- 2.4.2 Review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the co-chairpersons, to determine if the filing period may need to be extended and the position re-advertised due to equal opportunity considerations, the number of applications received, etc.
- 2.4.3 Ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.
- 2.4.4 Provide applications received to the Selection committee for review. The Director of Human Resources and the co-chairpersons or a designated committee member may initially screen the applications to determine which meet minimum

qualifications.

- 2.4.5 Any degrees that depart from the state-approved disciplines list will be evaluated for equivalency by the Academic Senate. Any applicant requests for an equivalency determination shall be immediately forwarded through the equivalency process. All applicants who meet the published state-mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be forwarded to the Selection Committee.
- 2.4.6 Monitor the selection procedure, equal opportunity considerations, and confidentiality along with the co-chairpersons.
- 2.4.7 Assist Selection Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc.

## 2.5 The Selection Committee will:

- 2.5.1 Sign a statement certifying that they have received training as described in 2.4.1.1, and agree to maintain confidentiality.
- 2.5.2 Review application and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position re-advertised.
- 2.5.3 Develop interview questions, teaching/professional demonstration requirements, and other screening criteria.
  - 2.5.3.1 Selection criteria at each stage of the selection process will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
  - 2.5.3.2 The Committee will develop means for assessing whether candidates can demonstrate that they can infuse diversity, inclusion, and multiculturalism into their instruction and/or services to students and are committed to student success.
- 2.5.4 Participate in interviews.
- 2.5.5 Disqualify applicants and recommend finalists only on the basis of legitimate, job-related qualifications.
- 2.5.6 The committee members will individually rank the candidates. The rankings will be compiled by the committee co-chairpersons. The co-chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants. The name of the top candidates will be shared with the committee members in alphabetical order.

The co-chairpersons with the participation of all the committee members will create a summary sheet, highlighting the strengths and areas for improvement which will be included in the file forwarded to the Superintendent/President.

2.6 Upon completion of the interviews, the co-chairpersons will:

2.6.1 Conduct reference checks, based on the committee's findings and recommendations, and document them in writing.

2.6.2 Transmit the findings and recommendations of the committee to the Superintendent/President.

2.7 The Superintendent/President will conduct second level interviews with the recommended applicants. The Vice President and/or a subject matter expert from the selection committee may be included in the second level interview as needed. The Superintendent/President will invite the faculty co-chair to participate in the second level interviews.

2.7.1 The Superintendent/President or designee may conduct further reference checks.

2.8 The Superintendent/President will:

2.8.1 Consult with the Director of Human Resources and/or the Equal Employment Opportunity monitor for the process as needed regarding the selection process and equal opportunity guidelines. The Superintendent/President may defer completion of the process to verify that the process reflects equal employment opportunity principles and consistent application of the District's hiring process.

2.8.2 Authorize the offer of employment to be made.

2.8.3 Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees and the reasons for the decision. If unable to choose any of the final candidates, meet with the Selection Committee to discuss these issues. If issues cannot be resolved, the Superintendent/President may discontinue the process, require corrective action to the process, request additional candidate names, or authorize a new recruitment process.

2.9 Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the immediate supervisor.

2.10 If an unsuccessful selection process occurs due to a candidate's rejection of an offered position, the selection procedure may be reinstated, modified, or postponed until a future date.

2.11 Human Resources will:

2.11.1 Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees. Hire dates will be effective on a date following Board action.

2.11.2 If a candidate meets state-mandated minimum qualifications through the

equivalency process, the Board agenda employing the individual shall reflect the criteria used by the Board of Trustees in making the determination that the individual possesses qualifications that are at least equivalent to state-mandated minimum qualifications.

- 2.11.3 Send written notification to applicants concerning the outcome of the selection process.
  - 2.11.4 Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
  - 2.11.5 Retain application and selection materials for the time prescribed by law.
- 2.12 Any job announcement for a full-time faculty position shall describe the vacancies that actually exist at the time of the announcement and shall include a confirmation that additional vacancies that become available prior to the end of the hiring process may also be filled from the qualified applicants so long as the District becomes aware of the additional vacancies after the known vacancy is announced. This process is applicable only when the full-time faculty positions proposed to be filled from the existing hiring process have the same job qualifications as the announced position(s) and the starting date for all hires must be consistent with the starting date that was originally advertised.

## **B. RECRUITMENT AND SELECTION OF PART-TIME FACULTY** (Applicable to part-time employment under Education Code 87482.5)

### **1.0 RECRUITMENT**

- 1.1 Open recruitment applies to part-time faculty vacancies in accordance with Title 5 of the California Code of Regulations, section 53021. The District may recruit separately for each part-time position vacancy or may annually establish a pool of eligible part-time candidates.

The provisions of A.1.1.1 and A.1.2 (Full-time Faculty Procedures) shall apply to the development of the job announcement for part-time faculty.

- 1.2 Human Resources shall send copies of the part-time job announcement to the Registry, California Community Colleges, and may send the announcement to other appropriate recruiting sources which may include: schools and universities, local agencies and organizations which are a potential source of applicants, and other entities as appropriate. Human Resources shall also participate in appropriate job fairs that may provide sources of faculty for part-time assignments.

Human Resources shall also place ads in local newspapers and other publications as appropriate.

### **2.0 SELECTION**

- 2.1 The academic Dean responsible for the discipline and at least one full-time faculty member from the discipline or a closely related discipline will review the application materials and determine those applicants to be interviewed. Full-time faculty in the discipline or a closely related discipline will have the opportunity participate in the interview process whenever possible. The Dean shall serve as the committee co-chairperson.
- 2.2 The provisions of Part A (Full-Time Faculty Procedures) related to committee training,

committee monitoring, the accommodation of applicants with disabilities, the processing of requests for equivalency determinations, development of interview questions and other screening criteria, the standards for disqualifying applicants, and reference checks apply to the hiring of part-time faculty under this provision. The Dean shall identify the finalist(s) subject to review by the Superintendent/President. The Superintendent/President may conduct an interview, select a candidate from the names advanced by the academic Dean, or defer the selection of the part-time faculty member to the academic Dean. Section A.2.11 related to Board action applies to the hiring the part-time faculty under this provision.

### **C. SHORT-TERM TEMPORARY AND SUBSTITUTE FACULTY**

Should circumstances arise that require the employment of day-to-day substitute faculty or short-term temporary faculty where temporary service is authorized in accordance with applicable law and such service is not otherwise addressed in these procedures, reasonable efforts shall be made to recruit qualified applicants. The screening of such temporary and substitute faculty shall be conducted by the academic Dean responsible for the department to which the individual will be assigned. Candidate names shall be forwarded for Board action as soon as reasonably possible.

### **D. FACULTY INTERNS**

The District may employ faculty interns under the provisions of Education Code section 87487 and Title 5 of the California Code of Regulations, sections 53500 et seq. The majority of the full-time faculty and/or the Dean of any division may propose a faculty internship opening for a participating department prior to the beginning of a semester.

Faculty interns who are students shall meet the minimum qualifications described in Title 5, section 53502. Faculty interns may also include persons who meet the regular faculty state-mandated minimum qualifications but who lack teaching experience.

Recruitment shall include sending announcements for the District's faculty internship program to all campuses of the University of California and the California State University as well as to other accredited institutions of higher education subject to Chapter 4 of Part 59 of the Education Code (beginning with section 94300).

The purposes of using faculty interns is to enhance the District's efforts at building a diverse faculty, to enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, particularly in disciplines for which recruitment is difficult, for disciplines in which a shortage of qualified faculty is anticipated, and for which current industry experience is important.

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