

## **Personnel – Academic**

### **Administrative Rules and Procedures**

#### **4312 Recruitment and Selection Procedure for Contract Faculty**

##### **I. Philosophy**

The faculty and administration cooperatively shall have major responsibilities in the process of recommending probationary faculty, hereafter referred to as contract faculty. These responsibilities shall include establishing the need for the position; formulating the qualifications; screening and interviewing candidates; then selecting the candidates for recommendation. The recommendation process shall comply with the District EEO Plan, and information regarding candidates shall be treated as confidential. It is mandatory that all members of these committees receive training in EEO/Discrimination law, diversity, recruitment, screening, and interviewing procedures. This policy conforms to the provision of AB 1725 and section 87360 of the Education Code.

##### **II. Guidelines for recommending and announcing contract faculty positions**

- A. Full-time faculty and administrators will work together to recommend new contract faculty positions.
- B. The appropriate subject area faculty and area administrator or designee will develop the faculty job qualifications, requirements, and characteristics. Advisory committee assistance may be required when appropriate.
- C. It is the intent of the district to allow sufficient lead time so that faculty are selected well in advance of the first day of employment.
- D.
  - 1. Faculty and administration will work together to develop and approve position announcements, including minimum qualifications, as early in the academic year as possible. Position announcements may include requests for letters of recommendation, transcripts, resumes, and supplementary questionnaires, or other relevant academic information.
  - 2. Process will include avoiding and/or indentifying and eliminating minimum qualifications that are not job related and act as barriers to traditionally excluded groups.
  - 3. Process will identify preferred qualifications that are job related and maximize opportunities to create a qualified pool of diverse applicants.
- E. After the position is approved, sufficient time will be allowed for advertising the position.

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- F. Staff will assist the Office of Human Resource Services with the position announcement distribution by recommending possible announcement locations.
- G. The Office of Human Resource Services will monitor all incoming applications to ensure conformance to the position announcement.
- H. The college president and/or director of Human Resource Services may review the applicant pool at any stage of the screening process.
- I. All parties will carry out procedures in a manner that complies with Title V hiring regulations and the District's EEO Plan.

### **III. Guidelines for Selecting Contract Faculty**

The district contract faculty hiring process consists of four stages:

- A. Stage One – Application, Screening, and Interviewing Committee
  - 1. Stage One Committee Composition
    - a. Generally, the committee will be composed of at least four faculty members selected by the division or area faculty.
    - b. Generally, the area administrator or designee will be a member of this committee. The area administrator may choose not to be represented on this committee.
    - c. When appropriate, the committee may be supplemented by advisory committee members selected by the division or area faculty.
    - d. When the position is in an area that affects both colleges, the faculty are encouraged to include committee members from both colleges.
    - e. The faculty are encouraged to include representation from areas outside their disciplines.
    - f. The area administrator or designee will forward the list of committee members to the director of Human Resource Services for review, to ensure compliance with EEO laws and policies,

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including mandatory training of committee members; no other administrative review is required. If changes are necessary to achieve compliance, the division or area faculty shall make the required changes.

- g. The committee shall select its chair, who will
  - (1) coordinate receipt and review of applications and related material,
  - (2) coordinate preparation of interview questions with stage one committee,
  - (3) submit interview questions for review by the Director of Human Resource Services for EEO compliance. All committee members are responsible for complying with and supporting the District's EEO Plan, ensuring non-discrimination, and maximizing diversity,
  - (4) coordinate interview appointments,
  - (5) communicate to the Office of Human Resource Services in a timely manner the names of the unsuccessful applicants,
  - (6) complete all necessary forms relating to the applicant pool,
  - (7) ensure all committee members receive mandatory training as described above.

### 2. Stage One Committee Functions

- a. The committee will recommend potential locations for position announcement distribution and advertising to increase the pool of qualified applicants and to reach minority applicants and those from under-represented groups.
- b. The committee will screen the initial applicants to select an interview pool of the most qualified candidates.
- c. Under the directions of the committee chair, the committee shall have responsibility to set up interview times and to provide the information requested by the Office of Human Resource Services.
- d. The committee will interview the selected candidates.
- e. The committee will evaluate professional competence, technical proficiency, teaching skills, sensitivity to diversity, knowledge of the community college, issues of collegiality, professional activities, and other appropriate characteristics of the candidates as

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stated in the position announcement. Rating forms must be used to standardize the evaluation of these characteristics.

- f. The stage one committee will submit to the stage two committee the acceptable top-ranked candidates. The committee shall rank the candidates. Rankings may allow for equal ability (1,1,1) or for other ranked order (1,2,3 or 1,3,3 or 1,1,3, etc.). If candidates are ranked unequally, the committee will forward to stage two only written evaluations of the candidates, not the rankings themselves, and at stage three present written explanations of the rankings. It is possible that the committee may find many or few acceptable candidates or even no acceptable candidates.
- g. The candidates whose names are forwarded will be the best qualified to fulfill the requirements of the faculty position. If the committee cannot recommend any of the applicants, the committee shall request the position be re-opened.
- h. All interested and available committee members may serve on the stage three committee.
- i. The committee will select a faculty member to participate in reference checks at stage two. Applicants will be informed that the reference checks are to occur. The finalist will be asked for authorization and informed that reference checks may be made beyond those listed in the application. The faculty shall coordinate the questions to be asked with the chair or designee of stage two. The Director of Human Resource Services will review the list of questions for compliance.
- j. The committee will recommend to the chair of the stage two committee questions to be asked of stage two finalists. The chair will submit the questions to the Director of Human Resource Services for review (see III.A.1.g (3))

**B. Stage Two – Administrative Interview Committee**

**1. Stage Two Committee Composition**

- a. The committee will be composed of the appropriate administrators who are in the line of supervision of the position. It is encouraged that a faculty member from the stage one committee serve as an observer. Members of the stage one committee would not typically serve on the stage two committee, except as observers.

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- b. The composition of this committee will be submitted to and be reviewed by the Director of Human Resource Services for compliance with EEO Law and policies. If the committee composition is not in compliance, changes in composition shall be made by the college president.

### 2. Stage Two Committee Functions

- a. The stage two committee chair or designee(s) and the faculty representative from the stage one committee shall perform reference checks on the candidates recommended from stage one. These reference checks could include questions regarding professional competence, technical proficiency, teaching skills, sensitivity to ethnic diversity, knowledge of the community college, issues of collegiality, professional activities, and other appropriate characteristics of the candidates as stated in the position announcement. The results from the unsatisfactory reference checks shall be reported to the stage one committee for reconsideration of those candidates.
- b. The committee will interview the candidates recommended in stage one.
- c. The stage two committee will be prepared to make a recommendation in ranked order to the stage three committee. When candidates of unequal ranking are forwarded to stage three, a written explanation shall accompany the file.

### C. Stage Three – Final Screening Committee

#### 1. Stage Three Committee Composition

Generally the stage three committee will be composed of the college president, the appropriate chief instructional officer or chief student services officer, other appropriate administrators from stage two, and members from the stage one committee.

#### 2. Stage Three Committee Function

Using the rankings from stages one and two, references, recommendations, and any other pertinent information, this committee will make a final recommendation to the college president.

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D. Stage Four – Final Recommendation

The college president will review the stage three recommendation with the chancellor and request the candidate's name be submitted to the Board of Trustees for approval.