

**Tenure-Track Faculty**

It is the intent of the Board of Trustees that policies and procedures ensure the hiring of college faculty who are expert in their subject areas, skilled in teaching, and serving the needs of a varied student population, willing to foster overall college effectiveness, and sensitive to and representative of the racial and cultural diversity of the district community.

The board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility for developing and implementing policies/procedures to ensure the quality of its faculty peers. The faculty's responsibility includes identifying positions; following the district's equal employment opportunity policy; formulating and reviewing job announcements; advertising and recruiting for positions; screening applications, interviewing, and selecting recommended finalists; and being prepared to justify recommendations to the superintendent/president.

Faculty members and administrators participate in all appropriate phases of the hiring process. All faculty hiring procedures shall be characterized by strict confidentiality.

These hiring procedures are subject to review and revision at the request of the Academic Senate, the administration, or the Board of Trustees. Such revised procedures shall be developed and approved before replacing the previous hiring procedures.

**A. Equal Employment Opportunity**

All participants in the process shall receive training in the equal employment opportunity procedures. The equal employment officer (director of human resources) serves as a resource regarding district and state guidelines while monitoring the district's equal employment opportunity procedures, including review of job announcements, composition and procedures of selection committees, and adequacy of the applicant pool.

## **B. Position Identification and Prioritization**

The need for growth and replacement faculty positions shall be cooperatively determined by the superintendent/president early in the previous fall semester through a well-defined, thoughtful planning process in accordance with Administrative Procedure 3250—Institutional Planning, involving college administrators, the Academic Senate, and faculty in the subject-area departments. Open positions shall be identified and defined, and the hiring process initiated with sufficient lead time to allow the process to be completed during the academic year, whenever possible.

The Faculty Hiring Committee, a subcommittee of the Academic Affairs Committee (AAC), is comprised of faculty members responsible for prioritizing requests for faculty positions, in consultation with the vice presidents of instruction and/or student services or their designee. The Faculty Hiring Committee's recommendation is made to the Academic Affairs Committee, which forwards the recommendation to the Academic Senate. The chair of the Faculty Hiring Committee, or designee, meets with the superintendent/president to discuss the recommendations. The superintendent/president communicates his/her decision on the number of hires to the Academic Senate president and chair of the Faculty Hiring Committee.

To provide ample time to research advertising resources, the Faculty Hiring subcommittee chair will provide Human Resources with a list of all requests for replacement and growth contract faculty positions submitted for consideration.

## **C. Job Posting**

The appropriate subject-area faculty, together with the first-line administrator, shall develop the faculty job announcement, including requirements and desired characteristics. Where appropriate, they may establish criteria for hiring that go beyond the minimum qualifications set by the Chancellor's Office. These job announcements shall be reviewed by the vice presidents of instructional services and/or student services and the director of human resources to ensure compliance with the college's equal opportunity guidelines.

## **D. Expectations for Search**

Faculty members in the hiring department will assume an active role in the recruiting process. In order to obtain a large and balanced pool of applicants, the advertising period should be of sufficient length to allow for wide distribution and response. If the pool does not have a sufficient number of qualified applicants, the department chair and/or first-line administrator shall consult with the division vice president and superintendent/president to determine whether the closing date should be extended.

## **E. Selection Committee**

1. Composition: The majority of the selection committee shall be composed of faculty. At least four faculty members, tenured if available and so

desired by the department, will be on the committee. Each committee will be comprised of:

- a. Department chair (if any) or discipline lead or member of a work group
- b. At least three other faculty members
- c. First-line administrator
- d. EEO representative (must be from a different department and area dean)

A request may be made for a second administrator, in consultation with the appropriate vice president. When specific expertise is required, a faculty member may be appointed from the subject area at another college or university, or an industry representative or community member may be appointed. A classified staff member may also be requested to serve on the selection committee.

- 2. Appointment process: All committee members are appointed by the department chair or lead faculty member and first-line administrator of the discipline or subject area, in consultation with the Academic Senate president. The chair of the selection committee will be a faculty member identified by the department in consultation with the dean. Untenured participants, desired by the department, may be appointed in the same manner as other members of the committee. The equal employment opportunity officer shall also review the composition of the committee with the Academic Senate president or their representative.

## **F. Review of Applications**

The Human Resources Office screens applications to assess minimum qualifications. The selection committee develops the desired screening criteria and interview questions and activities, and submits them to the equal employment officer for approval. Members of the selection committee then review all qualified applications and select applicants for an interview who best meet the criteria. If the number of applications received is large, a system of rotational reading will be used by the committee for screening in two rounds.

Committee members will abide by provisions in the associate faculty collective bargaining agreement regarding consideration of associate faculty applicants.

When applicants attempt to meet the minimum qualifications through equivalencies, the subject-matter specialist(s) shall evaluate the evidence. See details of the equivalency process in Administrative Procedure 7211.2–Minimum Qualification and Equivalencies.

The Human Resources Office will call those applicants selected for an interview and will notify the candidates not chosen.

## **G. Interview and Evaluation of Candidates**

The selection committee shall evaluate candidates interviewed using a rating system to evaluate responses according to the agreed-upon criteria. This shall include evaluating the candidates' sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the district's students.

Because faculty members must write curricula and evaluations, communicate using email, compose syllabi, reports, grants, web pages, etc., applicants are normally asked to complete a timed writing assignment. Teaching demonstrations or other performance tasks may be used.

Individual committee members must be present for each interview in order to participate in the evaluation of candidates.

## **H. Recommendation of the Finalists**

The selection committee chair shall facilitate the committee discussion regarding strengths and weaknesses of the candidates in relation to discipline competency and departmental needs. This discussion results in the selection committee's recommendation of final candidates. An interview summary form shall be completed for each finalist.

The committee shall recommend at least two best-qualified candidates (unless the applicant pool is unusually small) to the vice president and superintendent/president for final consideration. The superintendent/president has the right to determine if the search is not adequate. If the search is deemed inadequate, a meeting will be scheduled for the superintendent/president and vice president to meet with the committee members to discuss that outcome.

Information about the selection committee's recommendations can be conveyed to the vice president, superintendent/president in a written summary, or a meeting with the committee and vice president and/or superintendent/president. The selection committee's recommendations of final candidates shall normally be accepted. If circumstances exist why the superintendent/president does not choose to interview the recommended candidates, they shall meet with the selection committee to discuss these issues. Then, the superintendent/president shall put their decision in writing to the selection committee and to the Academic Senate president.

Named references may be contacted by the Human Resources Office or designated first-line administrator. The superintendent/president and appropriate vice president will interview the finalists and may conduct additional reference checks. The superintendent/president will make the final hiring decision and recommendation to the Board of Trustees.

Once the successful candidate has accepted the job offer, other applicants will be notified. Prior to the announcement of the successful candidate, the vice president or designee shall notify the selection committee chair, the department chair, and the Academic Senate president regarding the decision. Final hiring

decisions are made whenever possible during the regular academic year and communicated to the committee members.

**I. Offers and Notification to Finalists**

The Human Resources Office is authorized to make formal employment offers and discuss compensation, benefits, conditions of employment, etc. The vice president or designee may also call the candidate. As soon as possible, Human Resources will notify all finalists not hired.