

Memorandum of Understanding
between
El Camino Community College District
and
El Camino College Federation of Teachers

This Memorandum of Understanding (MOU) is entered into between the El Camino Community College District (“District”) and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO (“Federation”) regarding updates to the Part-Time Faculty hiring procedure. This MOU is intended to implement the recommendations made by a joint committee of representatives from the Federation, Academic Senate, and District. The updates to the language in Appendix M-2 is mutually agreed upon as follows:

--- Start of Appendix Document on Next Page ---

APPENDIX M-2
EL CAMINO COMMUNITY COLLEGE DISTRICT
ADJUNCT FACULTY HIRING PROCEDURES

~~May 2008~~ December 2020 May 2021

NOTE: The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360.

I. ~~Definition of Terms~~

- A. ~~“VP” is Vice President.~~
- B. ~~“VPAA” is Vice President of Academic Affairs.~~
- C. ~~“Position(s)” refers to both new and replacement position(s).~~
- D. ~~“AS” is the Academic Senate.~~
- E. ~~“EEO” is Equal Employment Opportunity Officer.~~
- F. ~~“EER” is Equal Employment Opportunity Representative.~~

II. Position Identification Process

- A. Full-time faculty ~~within the~~ at a division or discipline meeting ~~discipline,~~ shall be ~~given the opportunity to meet~~ discuss with the Dean, ~~and/or Associate Dean,~~ and/or Director to discuss anticipated positions and desired numbers of sections of each course. Deans and/or Directors may also initiate a meeting with full-time faculty to discuss anticipated part-time faculty needs. During ~~this~~ these discussions, availability of overload assignments for full-time faculty will also be discussed. Based on ~~this~~ discussions, a list of positions recommended for announcement will be forwarded to Human Resources for announcement to begin the search process.
- B. ~~Sections not assigned to full-time or current part-time faculty are to be identified and to be announced for the semester in a timely manner.~~
- C. Disciplines which have a high demand for adjunct faculty will attempt to establish and maintain a candidate pool from which ~~emergency~~ future hires can take place.

III. Screening Committee

- A. Selection of Committee
The division dean or designee will be initially responsible for identifying the members of the screening committee in compliance with Section ~~III~~-B.
- B. Composition
 1. Division dean or designee.
 2. Where there is a director with specific program responsibility over the position to be hired, the director will either be the dean’s designee or a voting member of the committee.

3. ~~Tenured~~ Full-Time faculty from the discipline shall determine the faculty representation on the screening committee. The screening committee shall have at least one faculty member from the discipline or from the division if not enough faculty are available from the discipline.
4. The division dean or designee will normally serve as the committee chair, ~~subject to the approval of the committee.~~ The committee may select an alternate chair, ~~in consultation with the appropriate VP.~~ The responsibilities of the chair include, but are not limited to, the following:
 - a. Follow procedures specifically outlined in the Federation contract and the Education Code, Section 87360 Hiring Procedures.
 - b. Forward to Human Resources the names of the committee members and the chair.
 - c. Work with committee members' schedules to call timely meetings and accommodate faculty teaching schedules where possible.
 - Review committee members' responsibilities, screening procedures, equal employment opportunity guidelines and conditions of privacy and confidentiality.
 - A Statement of Confidentiality and Conflict of Interest (Appendix A) will be read by either the chair or Equal Employment Representative (EER) to the screening committee members whose names will be listed on the back of the statement and placed as a record in the recruitment file. A presentation on screening and hiring practices will also be made to committee members. Screening and interviewing are confidential processes and all related actions are subject to laws and regulations of equal and fair employment. Committee members are required to maintain the highest degree of confidentiality and to remain unbiased throughout the process.
 - d.
 - e. Arrange for training in screening procedures and equal employment opportunity regulations for any committee member who has not received it recently, if needed.
 - f. Assure that the applicant paper screening form and, preliminary interviews dates are and final interview calendar are completed and forwarded to Human Resources in a timely manner.
 - g. Coordinate the committee's development of the interview questions and activities (if appropriate) and the paper screening criteria. Obtain signatures of all committee members, and forward the materials results to Human Resources in order to have the applications released to the committee.
 - h. Secure applicant packets from Human Resources in a timely manner.
 - i. Review Human Resources procedures enclosed with the applicant packets.
 - j. — After candidates are selected for interviews, update applicant status and wait for approval from Human Resources to contact candidates. develop interview schedule and send follow up confirmation letters.
 - k. j. — Complete reference checks, coordinate with Human Resources to verify qualifications and salary placement, notify interviewees of final selection status and prepare appropriate documents for the final interview.
 - k. — Upon Human Resources review and approval of the EEO report, develop interview schedule and confirm interview dates with the applicant. completion of the interview process and agreement with the Superintendent/President on the selection of the candidate, the chair and/or dean will extend an offer to the selected candidate and apprise the committee and Human Resources of the outcome and reconvene the committee if necessary.
 - l. —
 - m. — After the interview process, selected candidates will have their references checked. Notify interviewees not selected.

- n. Human Resources will extend an offer to the selected candidate. If the position is accepted, Human Resources will inform the chair. The chair will inform the committee of the outcome and reconvene the committee if necessary. Return applicant packets with all completed forms and committee members' notes to Human Resources no later than 2 weeks after the final interviews are completed.

~~o. Appropriate clerical support will be provided to the designated chair by the division.~~

~~5.1. A Statement of Confidentiality and Conflict of Interest (Appendix A) will be read by either the chair or EER to the screening committee members whose names will be listed on back of the statement and placed as a record in the recruitment file. A presentation on screening and hiring practices will also be made to committee members. Screening and interviewing are confidential processes and all related actions are subject to laws and regulations of equal and fair employment. Committee members are required to maintain the highest degree of confidentiality and to remain unbiased throughout the process.~~

IV. Job Announcement

A. Job announcements will:

1. be developed by the faculty of the discipline and the division dean or designee. A standardized form provided by Human Resources will meet all legal requirements.
2. include sufficient detail so as to clarify:
 - a. minimum qualifications
 - b. desirable qualifications
 - c. departmental needs
 - d. ~~type of activity (if appropriate) required during the interview~~

V. Application Period

- A. Announced positions will be actively advertised for a minimum of 20 days prior to the screening committee's selection of candidates to interview; however, the position may remain open until filled.
- B. A database of applicants will be maintained for 18 months. ~~and applicants will be notified of part-time and other full-time openings in their respective disciplines.~~
- C. During the application period, the screening committee will:
 1. Discuss college hiring practices regarding non-discrimination, conflict of interest and confidentiality.
 2. Determine ~~paper~~ screening criteria. In addition to qualifications stated on the job announcement, ~~paper~~ screening criteria may include:
 - a. Training and/or work experience
 - b. Recency of training and/or work experience
 - c. Evidence of updating of skills
 - d. Teaching experience
 - e. Continued professional growth
 3. Identify tentative interview dates.
 4. Develop preliminary interview questions.
 5. Develop a description of the activity (if appropriate) to be requested of each interviewee. A teaching demonstration is may be required for all teaching positions.
- D. The questions and activities will be forwarded to the Vice President of Human Resources for review.

- E. Applications will be released to the screening committee following ~~submission~~ approval of the ~~preliminary~~ interview questions.

VI. Screening Process

A. Prescreening

1. Every attempt will be made by the EEO and Human Resources to obtain a diverse applicant pool.
2. Human Resources will screen for all required materials, which include the application form, the applicable degree transcripts and the resume. The office will also prescreen the applications for all minimum qualifications, ~~contingent upon funding and staffing~~. Human Resources will notify the chair ~~that the completed~~ when the applications have been screened and are ready for committee review. ~~packets on individual applicants who meet the minimum qualifications are available for screening.~~
3. EEO or designee will analyze the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If the EEO identifies problems with the recruitment process that result in an adverse impact, the EEO will meet with the screening committee and the Vice President of Human Resources and shall take effective steps to address them.

B. Timelines for Review of Applications

1. Human Resources will normally forward applicant pools to the EEO or designee within 7 working days of the end of the advertising period.
2. The EEO will have 5 working days to review the diversity of the applicant pool and, if approved, forward the applications to the screening committee. In the absence of the EEO, the Vice President of Human Resources will make the determination.
3. All committee members must review the applications before the meeting to select the interviewees.
4. The committee will agree as to which candidates to interview and schedule interviews (according to the job announcement) in a timely manner, ~~not to exceed 1 month after the applications become available for review.~~
5. The chair or representative will contact the candidates to be interviewed. ~~Inquiry shall be made to determine~~ If the candidate requires accommodation, s- then the candidate should fill out the online accommodations request form and a representative from Human Resources will contact the candidate to make arrangements. ~~related to a disability.~~ If necessary, consultation regarding accommodation arrangements may be made with the Special Resource Center. Examples of accommodations may include wheelchair access, American Sign Language interpreter, access technology or materials in an alternate print format.

C. Evaluation of Candidates

1. Screening committee members must be present for all interviews to participate in the committee decision.
2. Committee members will document the screening/interview/evaluation process as specified by Human Resources.
3. Evaluation of the candidates may be based on:
 - a. knowledge of subject area
 - b. communication ability (written and verbal as applicable)
 - c. ability to stimulate interest in the discipline among community college students
 - d. teaching ability
 - e. ability to work with students of widely diverse backgrounds and abilities

- f. experience
- g. ability and willingness to contribute to the college community

D. Selection of Final Candidate(s)

1. After an open and collaborative assessment of each candidate, the committee will select the candidate(s) to be recommended to the Board of Trustees by the Superintendent/President.
2. The dean or designee will check the references of the top candidates(s) prior to recommendation to the Board of Trustees.
- 2.3. Applicants, who are interviewed and deemed qualified by the committee but are not offered a position due to lack of available jobs at the time, are noted in the hiring database as “Interviewed placed in pool.” Applicants in the pool are sent a letter stating that there is no offer of employment at this time but they will remain in the hiring database for three (3) consecutive academic semesters (fall and spring semesters; intersessions do not count.) Applicants in the pool may be offered job opportunities within the time frame of the three (3) consecutive academic semesters as the need to hire more part-time faculty arises. Applicants in the pool who are not hired within the three (3) consecutive academic semesters after their interview will be removed from the part-time pool.

VII. Equal Employment Opportunity

- A. The procedures detailed in this document include steps required for compliance with the District’s Equal Employment Opportunity Plan.
- B. Responsibilities (~~not included above~~) of the Director of Title IX, Diversity, and Inclusion EEO as they pertain to the faculty hiring procedures are:
 1. To serve as a resource regarding legal aspects to the Equal Employment Representative (EER) s and the screening committees (when applicable)-
 2. To validate that each member of the screening committee has completed the specified in-service training in compliance with the District’s Equal Employment Opportunity Plan—(when applicable)-
 - ~~C.~~ 3. To review and validate the hiring process with the EER (when applicable)-
 - ~~1.~~ 4. To certify the applicant pool.

~~D.C.~~ 3. The responsibilities (~~not included above~~) of the EER are:

1. To monitor the process, record, and take notes.
2. To serve as a resource to the screening committee regarding appropriate methods of screening and interviewing.
3. To advise the screening committee of inconsistencies or inappropriate screening or interviewing activities.
4. To consult with the ~~EEO~~ Office of Title IX, Diversity, and Inclusion regarding unresolved problems relating to potential violations.

~~E.D.~~ 4. In the event the ~~EEO~~ Office of Title IX, Diversity, and Inclusion determines that there is a violation of equal employment opportunity procedures in the screening or interview process:

1. The ~~EEO~~ Director of Title IX, Diversity, and Inclusion will meet with the appropriate VP and in writing notify the committee members of the violation and that the process will be temporarily stopped.
2. Within 5 working days, a ~~meeting~~ meeting will be held to review the alleged violation.
3. The Vice President of Human Resources, in consultation with the Director of Title IX, Diversity, and Inclusion ~~Superintendent/President, with the recommendation of the EEO,~~ will make the final determination regarding the continuation, revision or termination of the process.
4. Justification for terminating or altering the process will be given to the committee members.

4.E. If a committee does not have an EER, the committee members will be mindful of the responsibilities, duties, and goals of having an EER on the committee.

VIII. Emergency Hires

- A. When there is insufficient time for the ordinary hiring process, and there is no one in the department applicant pool, an emergency hire may be done. ~~according to procedures established by the faculty of the discipline in consultation with the dean.~~
- B. ~~In the event of A~~ an emergency hire, is limited to employment for one semester. ~~regular adjunct faculty hiring procedures must be accomplished for the following semester.~~

IX. Review and Revision

- A. Any exceptions to the procedures stated in this document require mutual agreement among the Academic Senate, ~~the Federation,~~ and the Aadministration.
- B. Resolution of a unique situation not covered by the procedures will require joint agreement among the Academic Senate, ~~the Federation~~ and the Aadministration.
- C. Review and revision will be done at the request of the Academic Senate, the Federation, or the Aadministration ~~AS, the Federation or the administration.~~
- D. Revisions must be mutually agreed upon by all parties, until such agreement is reached, the current procedures will remain in effect.
- E. If any committee member feels that the process has been compromised, ~~he/she~~ they should report the concern to either the Vice President of Human Resources or the Director of Title IX, Staff and Student Diversity, and Inclusion.
- F. The President of the Academic Senate, the President of the Federation and/or the District, in consultation with the Vice President of Human Resources ~~Superintendent/President,~~ may temporarily suspend the hiring process. Immediately upon suspension of the process a joint committee of the Academic Senate, the Federation and the Aadministration will be formed to review any allegations and make a recommendation to the Vice President of Human Resources ~~Superintendent/President.~~ The Vice Superintendent/President of Human Resources, with the recommendation of the committee, will make the final determination regarding the continuation, revision or termination of the process. Justification for terminating or altering the process will be given to the screening committee.

--- End of Appendix Document ---

Credentialed high school instructors selected by their high school to teach dual enrollment courses offered for credit at El Camino College will have their teaching qualifications evaluated by an El Camino College screening committee (Appendix M-2, Section II). Qualifications will be considered by reviewing the items under Appendix M-2, Section V, C.

For the Federation:



Kelsey Iino, President
El Camino College Federation of Teachers

5/23/2021

Date

For the District:



Jane Miyashiro, Vice President of Human Resources
El Camino Community College District

5/21/2021

Date

APPENDIX M-2
EL CAMINO COMMUNITY COLLEGE DISTRICT
ADJUNCT FACULTY HIRING PROCEDURES
May 2021

NOTE: The Superintendent/President is responsible for the implementation of the hiring procedures as jointly agreed upon by the Academic Senate and the Board of Trustees in accordance with the Education Code, Section 87360.

I. Position Identification Process

- A. Full-time faculty at a division or discipline meeting, shall discuss with the Dean, Associate Dean, and/or Director anticipated positions and desired numbers of sections of each course. Deans and/or Directors may also initiate a meeting with full-time faculty to discuss anticipated part-time faculty needs. During these discussions, availability of overload assignments for full-time faculty will also be discussed. Based on discussions, a list of positions recommended for announcement will be forwarded to Human Resources for announcement to begin the search process.
- B. Disciplines which have a high demand for adjunct faculty will attempt to establish and maintain a candidate pool from which future hires can take place.

III. Screening Committee

A. Selection of Committee

The division dean or designee will be initially responsible for identifying the members of the screening committee in compliance with Section II-B.

B. Composition

- 1. Division dean or designee.
- 2. Where there is a director with specific program responsibility over the position to be hired, the director will either be the dean's designee or a voting member of the committee.
- 3. Full-Time faculty from the discipline shall determine the faculty representation on the screening committee. The screening committee shall have at least one faculty member from the discipline or from the division if not enough faculty are available from the discipline.
- 4. The division dean or designee will normally serve as the committee chair. The committee may select an alternate chair. The responsibilities of the chair include, but are not limited to, the following:
 - a. Follow procedures specifically outlined in the Federation contract and the Education Code, Section 87360 Hiring Procedures.
 - b. Forward to Human Resources the names of the committee members and the chair.
 - c. Work with committee members' schedules to call timely meetings and accommodate faculty teaching schedules where possible.
 - d. Review committee members' responsibilities, screening procedures, equal employment opportunity guidelines and conditions of privacy and confidentiality. A Statement of Confidentiality and Conflict of Interest (Appendix A) will be read by either the chair or Equal Employment Representative (EER) to the screening committee members whose names will be listed on the statement and placed as a record in the recruitment file. A presentation on screening and hiring practices will also be made to committee members.

Screening and interviewing are confidential processes and all related actions are subject to laws and regulations of equal and fair employment. Committee members are required to maintain the highest degree of confidentiality and to remain unbiased throughout the process.

- e. Arrange for training in screening procedures and equal employment opportunity regulations for any committee member who has not received it recently, if needed.
- f. Assure that the applicant screening form and interview dates are forwarded to Human Resources in a timely manner.
- g. Coordinate the committee's development of the interview questions and activities (if appropriate) and the screening criteria. Obtain signatures of all committee members. Forward the materials to Human Resources in order to have the applications released to the committee.
- h. After candidates are selected for interviews, update applicant status and wait for approval from Human Resources to contact candidates.
- i. Upon Human Resources review and approval of the EEO report, develop interview schedule and confirm interview dates with the applicant.
- j. After the interview process, selected candidates will have their references checked.
- k. Human Resources will extend an offer to the selected candidate. If the position is accepted, Human Resources will inform the chair. The chair will inform the committee of the outcome and reconvene the committee if necessary. Return all completed forms and committee members' notes to Human Resources no later than 2 weeks after the final interviews are completed.

IV. Job Announcement

- A. Job announcements will:
 1. be developed by the faculty of the discipline and the division dean or designee. A standardized form provided by Human Resources will meet all legal requirements.
 2. include sufficient detail so as to clarify:
 - a. minimum qualifications
 - b. desirable qualifications
 - c. departmental needs

V. Application Period

- A. Announced positions will be actively advertised for a minimum of 20 days prior to the screening committee's selection of candidates to interview; however, the position may remain open until filled.
- B. A database of applicants will be maintained for 18 months.
- C. During the application period, the screening committee will:
 1. Discuss college hiring practices regarding non-discrimination, conflict of interest and confidentiality.
 2. Determine screening criteria. In addition to qualifications stated on the job announcement, screening criteria may include:
 - a. Training and/or work experience
 - b. Recency of training and/or work experience
 - c. Evidence of updating of skills

- d. Teaching experience
 - e. Continued professional growth
 - 3. Identify tentative interview dates.
 - 4. Develop preliminary interview questions.
 - 5. Develop a description of the activity (if appropriate) to be requested of each interviewee. A teaching demonstration is may be required for teaching positions.
- D. The questions and activities will be forwarded to the Vice President of Human Resources for review.
- E. Applications will be released to the screening committee following approval of the interview questions.

VI. Screening Process

A. Prescreening

1. Every attempt will be made by the EEO and Human Resources to obtain a diverse applicant pool.
2. Human Resources will screen for all required materials, which include the application form, the applicable degree transcripts and the resume. The office will also prescreen the applications for all minimum qualifications. Human Resources will notify the chair when the applications have been screened and are ready for committee review.
3. EEO or designee will analyze the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If the EEO identifies problems with the recruitment process that result in an adverse impact, the EEO will meet with the screening committee and the Vice President of Human Resources and shall take effective steps to address them.

B. Timelines for Review of Applications

1. Human Resources will normally forward applicant pools to the EEO or designee within 7 working days of the end of the advertising period.
2. The EEO will have 5 working days to review the diversity of the applicant pool and, if approved, forward the applications to the screening committee. In the absence of the EEO, the Vice President of Human Resources will make the determination.
3. All committee members must review the applications before the meeting to select the interviewees.
4. The committee will agree as to which candidates to interview and schedule interviews (according to the job announcement) in a timely manner.
5. The chair or representative will contact the candidates to be interviewed. If the candidate requires accommodation, then the candidate should fill out the online accommodations request form and a representative from Human Resources will contact the candidate to make arrangements. If necessary, consultation regarding accommodation arrangements may be made with the Special Resource Center. Examples of accommodations may include wheelchair access, American Sign Language interpreter, access technology or materials in an alternate print format.

C. Evaluation of Candidates

1. Screening committee members must be present for all interviews to participate in the committee decision.
2. Committee members will document the screening/interview/evaluation process as specified by Human Resources.
3. Evaluation of the candidates may be based on:

- a. knowledge of subject area
- b. communication ability (written and verbal as applicable)
- c. ability to stimulate interest in the discipline among community college students
- d. teaching ability
- e. ability to work with students of widely diverse backgrounds and abilities
- f. experience
- g. ability and willingness to contribute to the college community

D. Selection of Final Candidate(s)

- 1. After an open and collaborative assessment of each candidate, the committee will select the candidate(s) to be recommended to the Board of Trustees by the Superintendent/President.
- 2. The dean or designee will check the references of the top candidates(s) prior to recommendation to the Board of Trustees.
- 3. Applicants, who are interviewed and deemed qualified by the committee but are not offered a position due to lack of available jobs at the time, are noted in the hiring database as “Interviewed placed in pool.” Applicants in the pool are sent a letter stating that there is no offer of employment at this time but they will remain in the hiring database for three (3) consecutive academic semesters (fall and spring semesters; intersessions do not count.) Applicants in the pool may be offered job opportunities within the time frame of the three (3) consecutive academic semesters as the need to hire more part-time faculty arises. Applicants in the pool who are not hired within the three (3) consecutive academic semesters after their interview will be removed from the part-time pool.

VII. Equal Employment Opportunity

- A. The procedures detailed in this document include steps required for compliance with the District’s Equal Employment Opportunity Plan.
- B. Responsibilities of the Director of Title IX, Diversity, and Inclusion as they pertain to the faculty hiring procedures are
 - 1. To serve as a resource regarding legal aspects to the Equal Employment Representative (EER) and the screening committees (when applicable).
 - 2. To validate that each member of the screening committee has completed the specified in-service training in compliance with the District’s Equal Employment Opportunity Plan (when applicable).
 - 3. To review and validate the hiring process with the EER (when applicable).
 - 4. To certify the applicant pool.
- C. The responsibilities of the EER are:
 - 1. To monitor the process, record, and take notes.
 - 2. To serve as a resource to the screening committee regarding appropriate methods of screening and interviewing.
 - 3. To advise the screening committee of inconsistencies or inappropriate screening or interviewing activities.
 - 4. To consult with the Office of Title IX, Diversity, and Inclusion regarding unresolved problems relating to potential violations.
- D. In the event the Office of Title IX, Diversity, and Inclusion determines that there is a violation of equal employment opportunity procedures in the screening or interview process:

1. The Director of Title IX, Diversity, and Inclusion will meet with the appropriate VP and in writing notify the committee members of the violation and that the process will be temporarily stopped.
 2. Within 5 working days, a meeting will be held to review the alleged violation.
 3. The Vice President of Human Resources, in consultation with the Director of Title IX, Diversity, and Inclusion, will make the final determination regarding the continuation, revision or termination of the process.
 4. Justification for terminating or altering the process will be given to the committee members.
- E. If a committee does not have an EER, the committee members will be mindful of the responsibilities, duties, and goals of having an EER on the committee.

VIII. Emergency Hires

- A. When there is insufficient time for the ordinary hiring process, and there is no one in the department applicant pool, an emergency hire may be done.
- B. An emergency hire is limited to employment for one semester.

IX. Review and Revision

- A. Any exceptions to the procedures stated in this document require mutual agreement among the Academic Senate, Federation, and Administration.
- B. Resolution of a unique situation not covered by the procedures will require joint agreement among the Academic Senate, Federation and Administration.
- C. Review and revision will be done at the request of the Academic Senate, Federation, or Administration.
- D. Revisions must be mutually agreed upon by all parties, until such agreement is reached, the current procedures will remain in effect.
- E. If any committee member feels that the process has been compromised, they should report the concern to either the Vice President of Human Resources or the Director of Title IX, Diversity, and Inclusion.
- F. The President of the Academic Senate, the President of the Federation and/or the District, in consultation with the Vice President of Human Resources may temporarily suspend the hiring process. Immediately upon suspension of the process a joint committee of the Academic Senate, the Federation and the Administration will be formed to review any allegations and make a recommendation to the Vice President of Human Resources. The Vice President of Human Resources, with the recommendation of the committee, will make the final determination regarding the continuation, revision or termination of the process. Justification for terminating or altering the process will be given to the screening committee.