

APPENDIX M-1 TENURE-TRACK FACULTY HIRING PROCEDURES May 2008

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. The VPAA will initiate the position identification process in a timely manner.
 - 1. The VPAA and the President of the Academic Senate shall establish the criteria to rank and make recommendations.
 - 2. The process shall be completed by November.
- B. Division Approval Process
 - 1. Positions to be requested will be identified jointly by the division dean and full-time faculty.
 - a. Input will be requested from each division by the appropriate VP before proposals for new or replacement positions are submitted by the deans to the appropriate VP. This input should come from existing division councils or a committee consisting of the dean and all interested faculty from the division.
 - b. All pertinent data shall be reviewed by the division councils and made available to any faculty member requesting it.
- C. Budget Identification
 - 1. Any position to be funded by the District's unrestricted general fund must be requested through the position identification process.
 - 2. Faculty positions to be funded by grant and categorical funds other than the general fund shall be exempt from this process.

3. Any time at which categorical funds expire or a grant anticipates the use of general funds, the position must go through the position identification process and shall be considered new.

D. Campus-Wide Approval Process

1. The Faculty Position Identification Process Committee will be convened by the AS President and the VPAA. The committee will prioritize and recommend faculty positions to the Superintendent/President for announcement. The committee will consist of the **Council of Division Deans (or designee)** and an equal number of faculty **from the respective divisions** appointed by the AS President.
2. The Superintendent/President will identify positions to be announced before the end of the current calendar year. At the request of the Senate, the Superintendent/President or designee will address issues concerning the approved list.

- E. After the official announcement of positions, the Superintendent/President may fill additional positions on a temporary or permanent basis due to unanticipated circumstances, such as programmatic needs, legal considerations, resignations, late retirements or death. The Superintendent/President will meet with the appropriate Vice President, Academic Senate President and President of the Federation regarding these positions.

III. **Screening Search Committee**

A. Selection

The division dean or designee will be initially responsible for identifying the members of the **screening search** committee, **except for the EER**, in compliance with Section III-B.

B. Composition

1. Division dean or designee **to serve as the Search Chair**.
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 **as the Search Chair** or a voting member of the committee.
3. Three (3) or more full-time faculty members from the discipline, one of whom must be tenured. If not enough full-time faculty from the discipline are available the dean and Division Council may recruit additional committee members. Such recruits may come from the division full-time faculty, retired faculty, adjunct faculty or a neighboring college. At least two committee members should be or have been instructors in the discipline. ~~These committee members shall be approved by a majority of the full-time faculty in the discipline.~~
4. One (1) full-time faculty member from outside the division approved by the committee and the division dean is recommended.
- ~~5. One (1) full-time faculty member from the Compton Education Center is recommended.~~
6. ~~At the discretion of the faculty in the discipline, non-faculty may be appointed with voting or non-voting status.~~ The search committee shall decide, by majority vote,

whether committee members who are not the Chair, not the EER, and not faculty shall be voting or non-voting members.

7. One (1) ~~non-voting~~ EER appointed by the Office of Title IX, Diversity, and Inclusion. EEO ~~The search committee shall decide, by majority vote, whether the EER shall be a voting or non-voting member. in consultation with committee members and the division dean.~~ Every attempt will be made to have a faculty EER serve on every faculty screening committee. ~~However, in the event no faculty member is available, either a representative from management or classified staff will be appointed.~~
8. 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~~ Submit names of the committee members and the chair through the online Hiring Workflow.
 - c. Work with all committee members' schedules to call timely meetings and accommodate faculty teaching schedules where possible.
 - d. Review committee members' responsibilities, and screening procedures, ~~equal employment opportunity guidelines and conditions of privacy and confidentiality.~~
 - e. Allow time for the EER to provide ~~Arrange for~~ training in screening procedures and equal employment opportunity guidelines for any the committee member who has not received it recently.
 - f. Assure that the paper screening of application materials, preliminary first-level interviews, dates and final interview dates with the President calendar are inputted into the online Hiring Workflow ~~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 paper discuss application screening criteria, Submit interview questions and forward the results to Human Resources through the online Hiring Workflow.
 - h. Secure applicant packets information from Human Resources in a timely manner.
 - i. Review Human Resources procedures and documents uploaded by Human Resources in the digital recruitment folder. enclosed with the applicant packets.
 - j. After candidates are selected for interviews, develop interview schedule and send follow-up confirmation emails, letters.
 - k. 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.
 - l. Upon completion of the interview process and agreement with the Superintendent/President on the selection of the candidate, the chair and/or dean will inform ~~extend an offer to the selected candidate and apprise the~~

- ~~committee and~~ Human Resources so that Human Resources can extend a verbal offer. of the outcome and reconvene the committee if necessary.
- m. The Search Chair notifies ~~Notify~~ interviewees not selected.
 - n. Upload Return applicant packets information with all completed forms and committee members' notes into the secure digital recruitment folder provided by 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.
9. 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
 - e. tentative interview week(s), if possible
 - f. the interview expenses the college may pay
 - 3. be released within 20 working days after positions are approved by the Superintendent/President.

V. Application Period

- A. Announced positions will be actively advertised for a minimum of 40 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 applicant screening practices regarding non-discrimination, conflict of interest, and confidentiality.

2. Determine **paper applicant** 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 **signed by all members of the committee**.
 5. Develop a description of the activity (if appropriate) to be requested of each interviewee. A teaching demonstration is required for all teaching positions.
- D. The questions and activities will be **uploaded into the online Hiring Workflow and** forwarded to the Vice President of Human Resources for review.
- E. Applications will be released to the screening committee following submission of the preliminary interview questions **and after all committee members have completed their required Equal Employment Opportunity training**.

VI. Screening Process

A. Screening

1. 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 **via the online Hiring Workflow when that the completed applications have been screened for packets on individual applicants who meet the** minimum qualifications **and** are available for **the committee to review. screening.**
2. Prior to the committee's screening of applications, the EEO or designee will analyze the composition of the applicant pool to **evaluate whether a monitored group, as defined by the Chancellor's Office, is underrepresented per the EEO Plan. ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures.**
3. If the EEO identifies problems with the **applicant pool or the** recruitment process that result in an adverse impact, the EEO will meet with the screening committee and the Vice President of Human Resources **(or designee)** 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, **Human Resources will release forward** the applications to the screening committee. In the absence of the EEO, the Vice President of Human Resources **(or designee)** 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 accommodations related to a disability. If necessary, consultation regarding accommodation arrangements may be made with the **ADA Compliance Officer** ~~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 **committee meetings and** 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 **(if specified in the job announcement)**
4. The screening committee will select candidates to be sent to ~~the~~ **final interviews with the Superintendent/President. selection committee.** If fewer than 3 acceptable candidates are identified, justification must be provided by the **search chair screening committee to the Superintendent/President.** The screening committee, at its option, may rank the candidates.
5. **Screening committee members participating in final interviews with the Superintendent/President shall develop and send three interview questions to the President's Office no later than one week prior to final interviews for the Superintendent/President's consideration to be used as part of the final interview.**
6. The screening committee will determine how references of the top candidates will be checked. ~~and the r~~Reference checks will be done **by the search chair** prior to the final interview. The following information will be submitted to the Superintendent/President by noon the day before the final interview is scheduled:
 - a. Job **announcement specification** for the position.
 - b. List of questions asked during the initial interview process and any other written materials associated with that process.
 - c. Names of participants in **pre-screening first-round** interviews and names of participants for the finals.
 - d. Entire applicant file for each applicant scheduled for interview.

- e **EEO reports which provide a** ~~Written~~ summary of the ethnic and gender diversity of the applicant pool, applicant pool identified for interview, and candidate pool selected for final.
 - f **EEO reports which provide a** Summary of current full-time faculty or staff, whichever is applicable to the vacant position in the area by gender and ethnicity.
 - g Documentation that summarizes reference check feedback and any other relevant personnel information.
7. Candidates interviewed for a full-time position but not hired may, at the discretion of the screening committee, be hired for an adjunct or full-time temporary faculty position based on the interview for the full-time position.

VII. Final Selection Process

A. Composition of Final Selection Committee

- 1. President
- 2. 1 or 2 vice presidents
- 3. Dean or designee or director (whichever served on the screening committee) as determined by the screening committee
- 4. 2 faculty members from the screening committee, selected by the screening committee
- 5. 1 equal employment opportunity representative

B. Selection of Final Candidate(s)

- 1. During an open and collaborative assessment of each candidate, the screening committee's ranking of the candidates will be reviewed.
- 2. Following this assessment, each committee member will rank the candidates. In the event the Superintendent/President does not support the majority, further discussion will occur.
- 3. Following adequate discussion, the Superintendent/President will select the candidate(s) to recommend to the Board of Trustees.
- 4. In the event no selection is made, a meeting will be held between the Superintendent/President or designee and the screening committee to inform them of the results and to discuss the alternatives.

VIII. 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 EEO as they pertain to the faculty hiring procedures are:
 - 1. To serve as a resource regarding ~~legal aspects to~~ the **duties and role of** EERs and the screening committees **members**.
 - 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.

3. To validate that the EER has completed the specified training in compliance with the District's EEO Plan review and validate the hiring process with the EER.
 4. To certify the applicant pool.
- C. The responsibilities (not included above) of the EER are:
1. To monitor the process; and record the Statement of Confidentiality and Conflict of Interest form and Conflict of Interest Recording Sheet, 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 regarding unresolved problems relating to potential violations.
- D. In the event the EEO determines that there is a violation of equal employment opportunity procedures in the screening or interview process:
1. The EEO will meet with the search chair and 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 Superintendent/President or Vice President of Human Resources, 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.

IX. Review and Revision

- A. Any exceptions to the procedures stated in this document require mutual agreement among the AS, the Federation, and the administration.
- B. Resolution of a unique situation not covered by the procedures will require joint agreement among the AS, the Federation, and the administration.
- C. Review and revision will be done at the request of the 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, Diversity, and Inclusion Staff and Student Diversity.

F.—The President of the AS, the President of the Federation, ~~and/or~~ members of the Search Committee ~~District~~, in consultation with the Director of Title IX, Diversity, and Inclusion, ~~Superintendent/President~~, may temporarily suspend the hiring process. Immediately upon suspension of the process, the Vice President of Human Resources ~~a joint committee of the AS, the Federation, and the administration~~ will be formed to review any allegations and make a ~~recommendation to the Superintendent/ President.~~ ~~The Superintendent/President, with the recommendation of the committee, will make the final~~ determination regarding the continuation, revision, or termination of the process. For allegations involving Human Resources personnel and the search process, a joint committee of the AS, the Federation, and the Superintendent/President designee will be formed to review the allegations and make a recommendation to the Superintendent/President to make a final determination to continue, revise, or terminate the process. Justification for terminating or altering the process will be given to the screening committee.