

Procedure for Selection of New Faculty

1. Job Announcements are Prepared

A draft job announcement shall be prepared by the Human Resources Office setting forth those skills necessary for successful job performance and listing the required education, training and experience. This draft will be sent to the Area Administrator who is responsible for soliciting input from faculty in the discipline regarding preferred qualifications for the specific position. In the absence of faculty in the subject area, the Area Administrator may consult with members of the advisory committee or members of the community with expertise in the area. The job announcement will be forwarded to the Human Resources Office for distribution.

2. The Position is Advertised

- a. The position will be advertised as described in the Faculty & Staff Diversity Plan. The length of the advertising period shall be long enough to allow for nationwide distribution. The position shall be broadly advertised to obtain a large, balanced pool of candidates.
- b. The Human Resources Office will process applications for review by the Screening Committee. If it appears that the pool of applicants may be inadequate, the Associate Vice President of Human Resources shall meet with the Area Administrator to determine how to proceed.

3. Selection Committees are Formed

After the Board or Superintendent has approved a faculty position, the appropriate Area Administrator will rely on the advice of faculty members in the subject matter area or related areas to form the three Staff Selection Committees: the Equivalency Committee, the Screening Committee, and the Interview Committee. The three committees may or may not have members in common.

The membership of the three committees will be forwarded to the Human Resources Office. The Associate Vice President of Human Resources will review and approve the composition of committees and train the members of the screening and interview committees before any of the committees assume their functions.

Definition of Staff Selection Committees

- a. Equivalency Committee: The Equivalency Committee shall include the Area Administrator as Chair and a minimum of two faculty members, preferably full-time, with sufficient expertise to evaluate equivalence.
- b. Screening Committee: The Screening Committee shall include the Area Administrator as Chair and shall consist of a minimum of five (5) and maximum of seven (7) voting members including the Chair. The Associate Vice President of Human Resources shall assign an Equal Employment Opportunity representative who will serve as an advisory member unless the committee determines the representative shall be voting. The Equal Employment Opportunity representative will be from an unrelated discipline.

The majority of the voting members on the Screening Committee will be fulltime faculty

with preference given to faculty in the discipline whenever practical. Other members (voting or non-voting) to consider including are part-time faculty, faculty from outside the discipline area, advisory board members, discipline experts from the community, paraprofessionals, and classified staff.

- c. Interview Committee: The Interview Committee shall include the Area Administrator as Chair and shall consist of a minimum of five (5) and maximum of seven (7) voting members including the Chair. The Associate Vice President of Human Resources shall assign an Equal Employment Opportunity representative, from an unrelated discipline, who will serve as an advisory member unless the committee determines the representative shall be voting.

The majority of the voting members on the Interview Committee will be fulltime faculty with preference given to faculty in the discipline whenever practical. Other members (voting or non-voting) to consider including are part-time faculty, faculty from outside the discipline area, advisory board members, discipline experts from the community, paraprofessionals, and classified staff. The Interview Committee might also consider including students as non-voting participants during the demonstration part of the interview.

4. Equivalency is Established

The Equivalency Committee will consider and determine equivalency before the applications are screened.

- a. The Equivalency Committee will consider only those applicants who formally request equivalency consideration. It is the responsibility of the candidate to provide evidence for possession of equivalent qualifications prior to the closing date stated on the position announcement. The committee will review all documents sent by the candidate and shall approve or disapprove the equivalency based on a majority vote of the committee following the guidelines in the "Procedure for Establishing Equivalency." Consider forming the Equivalency Committee before the closing date so the committee can consider equivalency as applications are received. This allows time for the Human Resources Office to interact with applicants who might then submit further documentation before the closing date and could potentially keep qualified individuals in the pool.
- b. The Equivalency Committee will forward all approved applications to the Human Resources Office for processing.

5. Interview Questions are Written

The Interview Committee shall formulate interview questions and evaluative procedures to ensure a thorough assessment of the candidate's qualifications. The interview questions will reflect the criteria listed in the position announcement, the job description, the working characteristics of the position, the technical and behavioral qualifications required, and the work environment. The committee shall outline examples of acceptable answers to the proposed questions as a means to evaluate candidates in the interview process. The interview will include a demonstration appropriate to the assignment. Some examples of a possible demonstration include: a teaching demonstration, responding to a vignette, a

portfolio, an observation, a role play, or a skill demonstration. Writing samples or other performance indicators may also be required.

6. Applications are Screened

The Screening Committee will review the application screening criteria. The criteria may include, but need not be limited to:

- a. Professional qualifications including educational background and occupational experience.
- b. Subject area knowledge, teaching experience, communication skills, commitment to professional growth and community involvement, and potential for overall college effectiveness.
- c. Sensitivity to and understanding of the diverse background of the district's students. This includes but is not limited to diversity in academic preparation, socioeconomic status, cultural and ethnic backgrounds, and disability status.

The Screening Committee will use a screening document prepared by the Human Resources Office to determine which applicants will be recommended for interview. The applicants who best meet the established screening criteria, in the opinion of the Screening Committee, will be invited for interviews.

Part-time unit members who meet the minimum qualifications of the position and who have an average evaluation score of 3.25 or higher on their last evaluation will automatically be granted a first-level interview in the event a full-time position in their discipline(s) comes available.

7. Candidates are Interviewed

All documents and procedures used by the Interview Committee shall first be reviewed by the Associate Vice President of Human Resources.

- a. The Interview Committee shall review the applications of all candidates selected for interviews.
- b. The Interview Committee shall conduct interviews and use the committee's questions and rating form prepared by the Human Resources Office to evaluate responses. All individual committee members must be present for all interviews in order to participate in any evaluation of candidates. The Interview Committee may utilize a two-level interview process. Videoconferencing may be allowed in the first level. Teaching demonstrations or other performance tasks are required but may be deferred to the second-level of the interview.
- c. After interviews have been completed, the Chair shall lead the committee discussion regarding strengths and weaknesses of the candidates and summarize final committee rankings and written comments for each candidate as a further means of communicating its recommendation.

- d. Typically reference checks will be conducted by the Chair. If necessary, the Chair may request other members from the Staff Selection Committees to assist.
- e. In most cases, the Interview Committee will recommend a minimum of two candidates for final consideration. The committee may rank the candidates for submission to the appropriate Vice-President or Superintendent/President. If the committee cannot recommend any of the candidates, the hiring process shall return to the most appropriate stage.

In the event that the committee feels there is only one candidate that it can recommend for the position, the committee may forward the name of that candidate with documentation to justify such recommendation. If that candidate is not deemed acceptable at a later point in the hiring process, or if that candidate does not accept a job offer, the understanding shall be that there were no other acceptable candidates in the interview pool, and that, therefore, the hiring process will then return to the most appropriate stage.

8. Review by the Superintendent /President/Vice-President

- a. The appropriate Vice President and/or Superintendent/President shall review the Interview Committee's evaluation of strengths and weaknesses and the qualifications and reference checks on the recommended candidates. The appropriate Vice President and/or Superintendent/President shall interview the finalists and may conduct additional reference checks. If the appropriate Vice President and/or Superintendent/President cannot agree to appoint one of the finalists, a recommendation will be made to return to the most appropriate stage of the hiring process. In this case, the Superintendent/President shall meet with the committee to discuss the issues.
- b. The Superintendent/President in joint consultation with the appropriate Vice-President and the Academic Senate President shall select one finalist to recommend to the Board of Trustees. The Academic Senate, through the Academic Senate President, may present its views to the Governing Board before the Board makes a final determination. The written record of the decision, including the views of the Academic Senate, shall be available for review pursuant to Ed. Code Section 87359.

Review and Revision of this Procedure

This Procedure for Selection of New Faculty is subject to review and revision at the request of either the Academic Senate or the District. Such revised policy or procedures shall be mutually agreed upon by both parties before it replaces the previously agreed-upon procedure.