

## **AP 7120 Full-time Regular, Full-time Temporary and Part-time Temporary Faculty Positions – Planning, Recruiting, Selecting**

**References:** Education Code Section 87100 et seq, 87360, 87400, 87665.  
Title 5 section 5101, 53000 et seq. and 51023.5;  
ACCJC Accreditation Standard III.A.1

### **STEP 1 – PLANNING**

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#### **I. Annual Faculty Hiring Prioritization Process: New Full-Time Regular and Full-Time Temporary Faculty Positions only**

- A. The Planning and Budget Committee will make a recommendation to the Superintendent/President as to the number of Full-Time Regular and Full-Time Temporary faculty positions to hire based upon funding availability and communicate that number to College Council.
- B. The Faculty Hiring Prioritization Subcommittee of the College Council will conduct and complete a faculty hiring prioritization process for all Full-Time Regular and Full-Time Temporary faculty each fall semester. (See The Faculty Prioritization Process Handbook for Full-Time Regular faculty)
- C. The outcome of the faculty hiring prioritization process will be the College Council's prioritized recommendations for Full-Time Regular and Full-Time Temporary faculty positions, which will be communicated to the Superintendent/President.
- D. New Full-Time Temporary positions, which are not determined by the faculty hiring prioritization process, may be recommended by the division chair and/or the cluster dean to the Superintendent/President for his/her consideration.
- E. The Superintendent/President will make the final decision for the funding, the number, and the ranking of new Full-Time Regular and Full-Time Temporary faculty positions based on the recommendations of the Planning and Budget Committee and the College Council.
- F. The Superintendent/President or designee will report the number and ranking of all new Full-Time Regular and Full-Time Temporary faculty positions that will be funded by the college to the Office of Human Resources and the Academic Senate.
- G. Recommended new positions shall be included in the proposed district budget for the following fiscal year.

## **II. Part-Time Faculty Hiring Pool: New Part-Time Temporary Faculty Positions only**

- A. The Division Chair and/or Academic Director is responsible for contacting Human Resources to confirm the current status of the members of the Part-Time Temporary faculty pool before proceeding with a new Part-Time Temporary hiring process.
- B. If a course section or more cannot be staffed with members of the current Part-Time Temporary faculty pool, the Division Chair and/or Academic Director must pursue and reach a mutual agreement with his/her dean in order to begin a new hiring process to add one or more Part-Time Temporary faculty members to the Part-Time Temporary faculty pool.
- C. The Division Chair or Academic Director will identify the faculty members of the Selection Committee, which shall include at least one Full-Time Regular faculty member and the Selection Committee chair and will complete and turn in a Personnel Action Form for Part-Time Temporary faculty Recruitment to Human Resources.
- D. Once the Personnel Action Form has been completed and received by Human Resources, the faculty member designated as the Selection Committee chair will be notified by Human Resources that he or she may proceed with the initial Selection Committee planning meeting after all initial planning actions below are completed.

## **III. Initial Planning Actions**

- A. Upon notification of a Part-Time Temporary, a Full-Time Regular, or Full-Time Temporary faculty position(s), Human Resources will coordinate with the Division Chair, Academic Director, or Faculty Selection Committee chair to complete the following actions:
  1. Ensure all initial recruitment forms have been submitted with the appropriate signatures;
  2. Identify the members of the Selection Committee, including the Selection Committee chair, which is further explained below;
  3. Schedule the initial Selection Committee planning meeting; and
  4. Send the members of the Selection Committee the following documents in advance of the initial Selection Committee planning meeting:
    - Draft of job announcement previously used by the division
    - Draft of interview questions previously used by the division
- B. Each Full-Time Regular or Full-Time Temporary Faculty Selection Committee

shall consist of the following members:

1. Dean;
  2. Division Chair and/or Academic Director;
  3. At least two (2) Full-Time Regular, Full-Time Temporary or Part-Time Temporary faculty members selected from the division or service area; and
  4. Other Full-Time Regular, Full-Time Temporary or Part-Time Temporary faculty members, staff, or industry professionals, community members, if necessary, as determined by the other members of the Selection committee.
- C. Each Part-Time Temporary Faculty Selection Committee shall consist of the following members:
1. At least two Full-Time Regular, Full-Time Temporary or Part-Time Temporary faculty members who teach within the department, division or service area, one of whom will serve as Chair of the Selection Committee; and
  2. Other Full-Time Regular, Full-Time Temporary or Part-Time Temporary division faculty members, staff, or industry professionals, if necessary, as determined by other members of the Selection Committee.
- D. The Human Resources employee working with the Selection Committee may provide solicited guidance and administrative support but does not serve as a member of the Faculty Selection Committee. From this point forward, this role will be referred to as Human Resources.
- E. Each member of the Selection Committee is required to complete the Equal Employment Opportunity (EEO) training and quiz within twelve (12) months of recruitment for the position in order to participate on the Selection Committee and before attending the Initial Selection Committee Meeting.

#### **IV. Initial Selection Committee Meeting(s)**

- A. Human Resources will attend the initial Selection Committee meeting(s) to complete administrative tasks as explained below.
- B. The members of the Selection Committee will determine the chair of the committee who shall be the division chair or another faculty member on the committee. This decision, when possible, should be communicated to the Human Resources representative no later than the end of the initial Selection Committee meeting.
- C. The Selection Committee and Human Resources will review and/or revise the job announcement after determining the following:
  1. Specific items that will be required with the application (i.e. number of references or letters of recommendation, if any, and/or any other materials).

2. The recruitment timeline: job posting start and closing dates, screening period, and first interview dates.
  3. Recommendations regarding the advertisement of positions.
  4. The CCCC discipline or disciplines (MQDDs) as listed on the Course Outlines of Record for the courses that appropriately meet the division or department needs for the position. The minimum qualifications, based on the CCCC discipline(s), must be listed as published in the current edition of the Minimum Qualifications for Faculty and Administrators in California Community Colleges or when applicable, equivalent qualifications established pursuant to the District's policy and procedure on establishing equivalent qualifications.
  5. The desired qualifications include but are not limited to the following:
    - subject area knowledge and competency;
    - demonstrated commitment to professional growth and service;
    - currency in the discipline;
    - potential for contributions to overall college effectiveness; and
    - sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the district's students.
  6. The logistics, topic, and scope of the teaching demonstration, if any.
- D. The Selection Committee members will identify who will be responsible for screening each candidate's application materials to determine whether or not each candidate satisfies the minimum qualifications required for the position.
- E. The Selection Committee members shall discuss and establish weighting of the following ranking criteria on a 100-point scale to be used for screening applicants:
1. Education
  2. Experience
  3. Knowledge/Skills/Abilities
  4. Equity and Diversity
  5. Attachments
- F. The Selection Committee chair will be responsible for communicating the weighting of the ranking criteria to Human Resources.
- G. The Selection Committee may discuss and recommend to Human Resources specific listservs, journals, professional associations, departments, etc., to which job announcements could be published for recruitment purposes.
- H. The Selection Committee will be responsible for updating all documents,

including the job announcement, interview questions, and teaching demonstration.

- I. Human Resources will review Selection Committee changes to the job announcement, interview questions, and/or teaching demonstration, if any, for compliance with Equal Employment Opportunity laws and provide feedback, if necessary, to the Selection Committee members.
- J. The Selection Committee chair will approve the final drafts of these documents prior to posting.
- K. The members of the Selection Committee shall attend all planning and selection meetings, if possible, but must attend all interviews in order to continue participating on the Selection Committee.
- L. The Selection Committee chair will be responsible for facilitating the Selection Committee meetings.
- M. The members of the Selection Committee will decide who will be responsible for maintaining compliance with EEO standards, including the completion of a summary EEO compliance report. This individual may be a Committee member or Human Resources but may not be the Selection Committee chair. To complete the EEO compliance report properly, this individual must attend an EEO briefing with Human Resources prior to the interview selection meeting stage of the hiring process.
- N. In the event that Human Resources is selected to maintain EEO compliance, Human Resources will be present for all future Selection Committee meetings, primarily to observe, take notes, and complete a summary EEO compliance report.

## **STEP 2 – SELECTION & HIRING**

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### **I. Pre-Screening: Human Resources Review of Applicants**

- A. Once a Full-Time Regular or Full-Time Temporary faculty temporary position has closed, Human Resources will review all Full-Time Regular or Full-Time Temporary faculty applications for inclusion of materials determined and required by the Selection Committee in the initial Selection Committee meeting(s).
- B. Once a Part-Time Temporary faculty position has closed, Human Resources will review all candidate applications for the materials deemed necessary by the Selection Committee, which may include but is not limited to the following
  - 1. Correct and complete application;
  - 2. Cover letter;

3. Resume;
  4. Transcripts (copies acceptable);
  5. Statement of Diversity; and
  6. Letters of recommendation and/or a list of references. The number of which, if any, will be determined by the Selection Committee.
- C. Applications lacking any of the required materials will be removed from consideration by Human Resources and will not be reviewed by the Selection Committee. All other applications and materials will be posted by Human Resources for consideration by the Selection Committee.
- D. Human Resources will notify the Selection Committee when the electronic applications and materials are available for screening and provide access to the site where the materials are posted, along with the job announcement, the date of the interviews, and a list of the applicants who have submitted an Equivalency Statement.
- E. If a candidate submitted an Equivalency Statement, then Human Resources will send the candidate's application and materials to the Equivalency Committee, and to the Selection Committee for consideration for an interview, noting the equivalency statement. In such cases, for equivalency candidates to be considered, the candidate's equivalency must be approved by the Equivalency Committee before the Selection Committee begins the interview process.

## **II. Screening and Selection of Interview Candidates by the Selection Committee**

- A. The Selection Committee members will be responsible for screening each candidate's application materials to determine whether or not each candidate satisfies the minimum qualifications required for the position as identified in the initial Selection Committee meeting. If one or more candidates does not satisfy the minimum qualifications requirement, the Selection Committee chair will notify Human Resources, and Human Resources will forward the candidate's application materials to the Equivalency Committee for equivalency consideration.
- B. The Selection Committee members shall each review and rank all complete applications electronically based upon the ranking criteria established in the initial Selection Committee meeting(s).
- C. Selection Committee members who do not complete their ranking or who do not attend the interview selection meeting will be unable to attend interviews and will no longer be able to participate in the remainder of the hiring process.
- D. The Selection Committee members shall not, at any time, discuss the

- candidates outside of the Selection Committee meetings.
- E. The Selection Committee meetings will be scheduled by Human Resources with the advice and consent of the Selection Committee chair.
  - F. The Selection Committee chair will facilitate the interview selection meeting to identify the candidates who will be interviewed by the Selection Committee.
  - G. The Selection Committee chair will notify the Equivalency Committee which candidates were not selected for an interview.
  - H. The Selection Committee chair will provide Human Resources with the following:
    - 1. A list of the candidates who have been selected for interviews by the Selection Committee; and
    - 2. A list of the candidates who require equivalency judgment, if any.
  - I. The Selection Committee is responsible for identifying, discussing, and establishing the ranking of the interview criteria prior to the interviews.
  - J. If the Selection Committee cannot recommend any candidates for interviews, then the Selection Committee will determine whether to close or fail the pool of candidates, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the Selection Committee decision to the dean of the relevant cluster and Human Resources.

### **III. Selection Committee Interviews and Deliberation Process: Full-Time Regular or Full-Time Temporary faculty Positions only**

- A. Interviews and the selection of the finalist interview candidates shall be conducted by the members of the Selection Committee only.
- B. The Selection Committee chair will facilitate the interview process and the selection of finalist interview candidates after interviews are completed.
- C. It is the responsibility of the Selection Committee to arrange for a campus/department tour, if any. Candidates may be scheduled for a campus tour either prior to their interview time or immediately following their interview.
- D. The Selection Committee will have access to the interview candidate job applications courtesy of Human Resources either in electronic or hard copy format during deliberations after final interviews are conducted.
- E. The Selection Committee chair will facilitate a discussion of the committee to select the top candidate(s), if any, who are best qualified to fill the position. The Selection Committee chair will communicate the committee decision to Human Resources, which will serve as the committee's recommendation to the

Superintendent/President.

- F. If the Selection Committee cannot recommend a candidate after conducting first interviews, then the Selection Committee will determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to Human Resources.
- G. Interview candidates not selected for final interviews will be notified as determined by the Selection Committee and communicated to Human Resources;
- H. If a member of the Selection Committee rather than Human Resources was designated as the responsible party for maintaining compliance with EEO standards, that person will be responsible for completing a summary EEO compliance report and for returning all interview candidate materials and committee member notes to Human Resources within a designated time.
- I. The Selection Committee members may each write down a list of the strengths and weaknesses of the final candidates to be collected by Human Resources and forwarded to the Superintendent/President for consideration.

**IV. Selection Committee Interviews, Deliberation and Candidate Notification Process:  
Part-Time Temporary faculty Positions only**

- A. Interviews and the selection of finalists shall be conducted by the members of the Selection Committee only.
- B. The Selection Committee chair will facilitate the interview process and the selection of finalists after interviews are completed.
- C. The Selection Committee will have access to the interview candidate job applications courtesy of Human Resources either in electronic or hard copy format during deliberations after final interviews are conducted.
- D. The Selection Committee chair will notify the division chair, the dean of the relevant cluster and Human Resources of those candidates the Committee wishes to hire for assignment and/or to include in the Part-Time Temporary faculty pool.
- E. If the Selection Committee cannot recommend a candidate after conducting first interviews, then the Selection Committee will determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to the dean of the relevant cluster and Human Resources.
- F. If a member of the Selection Committee rather than Human Resources was designated as the responsible party for maintaining compliance with EEO standards, that person will be responsible for completing a summary EEO



compliance report and for returning all interview candidate materials and committee member notes to Human Resources within a designated time. (See Step 1. IV. M).

- G. Reference checks will be conducted by the Selection Committee chair and/or designee using a standard template designed in consultation with Human Resources;
- H. All candidates approved by the Selection Committee to be hired as part of the Part-Time Temporary faculty pool will be contacted and informed by the Selection Committee chair and/or Human Resources of their inclusion in the pool and of the specific subject areas for which they are approved to teach or to provide academic services.
- I. Candidates not selected will be notified as mutually agreed by the Selection Committee chair and Human Resources. Internal staff or faculty candidates **not selected will be personally notified.**

**V. Finalist Candidate Interviews: Full-Time Regular or Full-Time Temporary faculty Positions only**

- A. The finalist interview panel will consist of the Superintendent/President, Vice President, Dean, and the Division Chair or the Academic Director or the Selection Committee chair.
- B. The finalist interview panel will be provided a list of questions to be used by the Superintendent/President and/or designee(s) when conducting reference checks on the finalists. The Selection Committee chair will sign a non-disclosure confidentiality agreement before being allowed to review the results of the reference checks conducted by the Superintendent/President and/or designee(s).
- C. The Superintendent/President and/or designee(s) shall report the results of the reference checks verbally or in writing to the Selection Committee chair prior to extending any offers of employment.
- D. The Superintendent/President will make the final hiring decision after sharing the results of the reference checks with the Selection Committee chair.
- E. The Superintendent/President or designee will contact and offer the candidate(s) the position(s) and, if accepted, will negotiate salary schedule placement, pending reference checks, TB clearance, Department of Justice clearance, and the approval of the Board of Trustees.
- F. If the Superintendent/President decides to hire one or more of the final interview candidate(s), this decision will be communicated to the members of the Selection Committee, and the name(s) of the candidate(s) who have accepted teaching assignments will be submitted on the next Board of Trustees agenda for final employment approval.

- G. If the Superintendent/President decides not to hire a final interview candidate, the Selection Committee will be notified so that the committee can determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to Human Resources and the Superintendent/President.
- H. Upon the Board approval of the position(s) by the candidate(s), personnel file(s) is/are created, appropriate campus notifications, and hiring materials are mailed for the new faculty member to complete and submit to the appropriate offices. If a candidate fails to return required documents in a timely manner, this may nullify the candidate's employment agreement.
- I. Candidates who are not selected for final interviews will be notified by Human Resources. Internal staff or faculty candidates who are not selected will be personally notified.
- J. Final interview candidates not selected for positions will be notified by the Superintendent/President or designee.
- K. All interview materials are returned to Human Resources after the final interview.
- L. Newly hired faculty will be invited to attend New Faculty Orientation(s) presented by Vice President of Academic Affairs, Vice President of Student Services, and/or the Executive Dean, North County Campus.

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