



Book VCCCD Administrative Procedure Manual
Section Chapter 7 Human Resources
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SELECTION PROCEDURES FOR FULL-TIME FACULTY

A. NOTIFICATION OF VACANCY/POSTING NOTICES

Upon receipt of formal notification of a vacancy, the Human Resources Department reviews the recommended position template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy.

In accordance with the AFT/VCCCD collective bargaining agreement, the Human Resources Department sends out a transfer notice to all full-time faculty members a minimum of three days prior to opening the recruitment to the public. The Human Resources Department submits to the President a list of all full-time faculty members requesting transfer.

The President gives consideration to all transfer candidates and confers with the division dean. The President informs the Human Resources Department as to whether any transfer candidates were selected. The President also informs those who were not selected that a selection was made or of the opportunity to apply and be considered by means of the open recruitment process.

In the event a transfer candidate is not selected, the Human Resources Department determines the announcement closing date in consultation with the college.

The Human Resources Department sends the following:

- Vacancy announcement to all part-time faculty-
- Vacancy announcement to mailing lists, CCC registry, publications, newspapers, online websites, list serves, etc.
- Screening committee calendar and composition forms to College president, Executive Vice Presidents, and Dean.

B. ANNOUNCEMENT/ADVERTISING

Following input of the department and/or division faculty representatives, the Director of Employment Services or designee prepares the vacancy announcement, which includes a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee. If the District selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Registry-California Community College State Chancellor’s Office, [diversity-related websites](#), [HigherEdJobs.com](#), [edjoin.org](#) and [VCCCD.edu](#).

C. COMMITTEE COMPOSITION AND APPOINTMENTS

The College President or designee, in consultation with the dean and/or department chair or coordinator, is responsible for recommending appointments to the screening committee. The College President consults with the Academic Senate President and the Screening Committee Facilitator regarding the recommended committee composition prior to forwarding the recommendation to the Director of Employment Services for approval. The Director of Employment Services shall reviews the committee composition to ensure diverse representation within the committee and adherence to District policies and agreements where applicable and may modify composition as necessary.

Colleges are encouraged to use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a district-wide perspective. A committee typically consists of seven members, and should not have less than five or more than nine members under normal circumstances. The Director of Employment Services may authorize part-time faculty and other individuals to serve on screening committees on an exception basis. The following guidelines should be followed when composing a committee.*

Committee Composition	Number
Faculty from the Division Of the 3-5 faculty members on the committee: A minimum of 2 faculty members must be from the discipline, when possible; A minimum of 1 faculty member must be from another discipline.	3 to 5
Academic Administrator	1
Additional member(s)	1 or more
Screening Committee Facilitator – non-voting ex- officie	---

* Exceptions to this composition may be authorized by the Director of Employment Services.

- The composition of the committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.
- Although not required, classified staff, members from other colleges, and community members may be selected to serve on committees.
- The academic administrator will serve as the chair of the committee until a co-chair is elected.
- The co-chairperson is to be elected by the committee at the first meeting and is expected to perform all co-chair duties.
- The College President identifies a Screening Committee Facilitator to serve on the committee from an HR-approved list of trained Screening Committee Facilitators.
- In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings.

D. ORGANIZATIONAL MEETING

The Human Resources Department provides the Screening Committee with confidentiality policies and notification that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each Screening Committee member must sign a confidentiality agreement in order to participate. Included in the confidentiality agreement is a procedure a committee member must follow if he/she believes any irregularities have occurred during the process. In order to ensure consistency during the process, each screening committee member must be available for all committee meetings.

The Human Resources Department provides the Oral Interview Committee with confidentiality policies and notification that all interviews are considered confidential and must be handled in a manner to ensure the candidates' identities, answers, scores, or any other similar information is not revealed. Each Oral Interview Committee member must sign a confidentiality agreement in order to participate. Included in the confidentiality agreement is a procedure a committee member must follow if he/she believes any irregularities occur in the process. The Human Resources Department e-mails the necessary committee forms to the Screening Committee Facilitator. The Screening Committee Facilitator is responsible for copying all forms needed for the committee's use. The committee will decide whether or not to allow video conferencing as an interview option.

The academic administrator calls the organizational meeting at which time the committee will accomplish the following:

- The committee selects a faculty member to co-chair the committee with the academic administrator.
- The Screening Committee Facilitator discusses hiring procedures, timelines, forms, the confidentiality agreement, and diversity sensitivity issues. The Facilitator

provides the committee with confidentiality policies and notifies the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. Each member reads and signs a confidentiality statement.

- The committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, oral interview tally, and final interviews with the College President.
- The committee creates and discusses application screening criteria based upon the requirements listed in the job announcement; creates oral interview questions, teaching demonstration exercises, and criteria to aid in the preparation of the Oral Interview Form; discusses the bases of questions in relation to the job announcement; determines the format of the interview process; and discusses final weighting of assessment items for the Oral Interview Record Form.
- The committee establishes the pre-screening committee composition consisting of one co-chair, two faculty members in the discipline (one of whom may be the co-chair), and the Screening Committee Facilitator.
- After the organizational meeting, the Screening Committee Facilitator sends to the Director of Employment Services the screening criteria, oral interview questions, and the names of those serving on the pre-screening committee.

E. PRIOR TO CLOSE OF APPLICATION FILING

The Human Resources Department schedules a districtwide equivalency committee to be convened as soon as possible following the close of the application period.

A few days prior to the close of application filing (close of recruitment period), the Screening Committee Facilitator inquires of the Human Resources Department as to the number of complete application records and advises the committee accordingly.

F. AFTER CLOSE OF APPLICATION FILING

1. ~~Districtwide~~ Equivalency Review

[Equivalency review will be conducted in accordance with Administrative Procedure 7211.](#)

Following the close of application filing, the Human Resources Department forwards the requests for equivalency to the appropriate districtwide equivalency committee for review. The districtwide equivalency committee meets within five working days following the closing date and reviews the requests for equivalency. The Human Resources Department will not forward files for applicants who did not request an equivalency or for applicants who request in their application that an equivalency be considered, but fail to attach the Supplemental Questionnaire for Equivalency.

The districtwide equivalency committee reviews the requests for equivalency and submits its recommendations to the Human Resources Department. The Human

Resources Department deactivates the applications in [the Online Requisition and Application Processing \(ORAP\)-applicant tracking system \(ATS\)](#) for those not recommended for equivalency [unless such applicants are found to meet minimum qualifications as described in section F.3. below.](#)

[At the discretion of the hiring committee, the districtwide equivalency process may run concurrent with the prescreening and application screening processes discussed below.](#)

[Equivalency requests for disciplines that exist at only one college will be reviewed through a local process at the college.](#)

~~Applications for candidates not recommended for equivalency remain available to the entire Screening Committee in ORAP. Committee members may review the equivalency recommendations and challenge any recommendation to not recommend equivalency. The Director of Employment Services or designee takes the challenges back to the districtwide equivalency committee for consideration. Upon review, the districtwide equivalency committee may choose to sustain or modify its initial recommendation.~~

2. Release of Candidate Information

Following the review of the requests for equivalency, the Human Resources Department e-mails the list of VCCCD part-time applicants and applicant gender/ethnicity information to the Screening Committee Facilitator. The Human Resources Department also [provides the ORAP guest user ID and password to the Screening Committee Facilitator and the prescreening committee forwards the applicant tracking system access information for the particular applicant pool to all committee members.](#)

3. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications or should be forwarded for further consideration based on anticipated completion of a qualifying degree. ~~Applicants recommended for an equivalency are automatically forwarded for further consideration.~~ [Applicants anticipating completion of a qualifying degree must indicate in their application materials that they will have a qualifying degree before the start date of employment. The Human Resources Department will confirm that the required degree has been conferred prior to beginning employment.](#)

[The prescreening committee members review all applicants, including those who request equivalency. The prescreening committee documents those applicants who do not meet and those who are not anticipated to meet minimum qualifications. The committee also documents the applicants who submitted incomplete applications.](#)

~~* Applicants who do not currently meet minimum qualifications may be forwarded for consideration based on the anticipated completion of a qualifying degree. These applicants must meet the minimum qualifications as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community*~~

~~Colleges prior to the first day of employment. The Human Resources Department will confirm that the required degree has been conferred prior to beginning employment.~~

The prescreening committee forwards the results ~~of these deliberations~~ to the Screening Committee Facilitator. The Screening Committee Facilitator reviews the results to ensure agreement among the committee members and forwards the information to the Human Resources Department. The Human Resources Department disqualifies the~~deactivates the applications for the~~ applicants who fail to meet minimum qualifications with the exception of those who requested equivalency and have yet to be reviewed by the equivalency committee. The Human Resources Department also disqualifies the applicants who submitted an incomplete application.

4. Application Screening

Upon completion of the prescreening process, the Human Resources Department forwards the ~~guest user ID and the password~~ATS access information to all screening committee members. Committee members may review any applicant in the ATSORAP that was determined to be unqualified during the prescreening based on minimum qualifications ~~or equivalency determination.~~

Committee members evaluate all applicants who meet minimum qualifications or have requested equivalency. The committee members complete the Academic Application Screening Evaluation forms ~~while and ensure ensuring~~ the following:

- Academic Application Screening Evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Academic Application Screening Evaluation forms must document a recommendation for oral interview (5 - Highly Recommend, 4 - Recommend, 1 - Do Not Recommend) ~~(75 - Highly Recommend for Interview, 53 - Recommend for Interview, 42 - Consider for Interview, 20 - Do Not Recommend)~~ Yes - Recommend, No - Do Not Recommend, Maybe - Discuss.
- Screening Committee members must sign and date the Academic Application Screening Evaluation forms.
- Each committee member screens the application materials independently and submits their results to the Screening Committee Facilitator.

G. APPLICATION SCREENING TALLY MEETING

If the districtwide equivalency committee has not reviewed the requests for equivalency at the time the application screening tally process is initiated, the hiring committee has the option of moving forward without giving further consideration to those who requested equivalency.

All committee members must participate in the application screening tally meeting and must have completed their screening of the applicants. Any absences or exceptions must be approved by the Screening Committee Facilitator. The following shall occur during the application screening tally meeting:

1. The co-chairs and the Screening Committee Facilitator tally the application screening results.
2. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the candidates' identities. "Natural breaks" in the tally total should be the determining factor when possible. Per the Agreement between the District and the AFT, Section 5.4(c)(6), a minimum of 25 percent (or fewer than 3) of non-contract faculty members who apply for a contract position in the District and who meet the minimum qualifications for that position as specified in the job announcement and determined by the screening committee shall be interviewed by the committee.
3. The committee determines if additional candidates are to be interviewed in the event interview invitations are declined by the selected candidates. Additional candidates will be considered for interview based on their rank and may only be considered if invitations are declined by the initial invited candidates.
4. The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department e-mails the individuals who were not selected for interview.
5. The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
6. The academic administrator serving as a chair or the administrator's designee sends out invitations to the candidates. Any changes that must be made to the interview schedule in order to accommodate candidates' availability must be approved by the Screening Committee Facilitator.

H. ORAL INTERVIEW

Oral Interview Briefing (thirty minutes before first interview)

~~The Human Resources Department provides the Oral Interview Committee with confidentiality policies and notification that all interviews are considered confidential and must be handled in a manner to ensure the candidates' identities, answers, scores, or any other similar information is not revealed. Each Oral Interview Committee member must sign a confidentiality agreement in order to participate. Included in the confidentiality agreement is a procedure a committee member must follow if he/she believes any irregularities occur in the process.~~

The Screening Committee Facilitator discusses the District's [diversity Equal Employment Opportunity](#) policy and various guidelines pertinent to the interview process including those related to asking follow-up questions, providing written comments on oral interview forms, and discussing candidates' performances.

The committee reviews each question and discusses, in general, an appropriate answer. Follow-up questions may be asked to elicit additional information with regard to responses provided by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response.

Oral Interview

At the beginning of the interview, the Screening Committee Facilitator welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. This introduction includes the approximate length of the interview, number of questions, roles of the committee members and the fact that the committee will be taking notes, length of the teaching demonstration, and the support role of the Screening Committee Facilitator.

At the close of each interview, the Screening Committee Facilitator thanks the candidate and advises them of the next step in the process.

The Screening Committee Facilitator ensures that all interviews are conducted within the allotted time.

Oral Interview Discussion and Rating

At the conclusion of each oral interview, the Screening Committee Facilitator facilitates the following discussion process:

1. At the conclusion of each oral interview, each committee member will share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of: a) clarification of technical questions asked during the interview; b) the manner in which the candidate responded to questions asked during the interview; c) strengths and weaknesses of each candidate, including professional impact.
2. Among those items that are inappropriate for discussion are the following: a) advocacy or opposition for a particular candidate based on information obtained outside the interview process; b) comments based on rumor or unsubstantiated knowledge of a candidate; c) any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
3. The Oral Interview Record Form shall be used for rating candidates during the initial interview. Each committee member rates each candidate (~~5 – Highly Recommend, 4 – Recommend, 1 – Do Not Recommend~~) (~~64 – Highly Recommend, 43 – Recommend, 20 – Do Not Recommend~~) (~~Yes – Recommend, No – Do Not Recommend, Maybe – Discuss~~). ~~The committee reviews the ratings to consider high/low discrepancies. The discussion shall only focus on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or keep his/her original rating after considering the information discussed.~~
4. All ratings must be supported by clearly written comments. Overall ratings should be representative of the candidates' performances across all questions and the teaching demonstration.

Oral Interview Tally

1. The co-chairs and Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.
- ~~2. After determining the natural break, the candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the College President for final interview; determination shall be based on the candidates' scores rather than the candidates' identities and in consideration of the President's preference. The committee reviews the ratings to consider discrepancies. The discussion shall only focus on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or keep his/her original rating after considering the information discussed. The committee as a whole may decide if candidates below the natural break should be forwarded to the College President.~~
- ~~3. The committee summarizes the strengths and limitations of the candidates and forwards the summary to the College President for review.

The co-chairs and Screening Committee Facilitator meet with the College President to discuss the summaries. If no candidates are acceptably qualified or fewer than the College President prefers are forwarded, the College President may meet with the screening committee to discuss the outcome, and the committee as a whole may choose to forward additional acceptably qualified candidates for consideration. The College President has the option of interviewing the candidates and/or reopening the recruitment. If no candidates are deemed to be acceptable to the screening committee, the committee will meet with the President to discuss the option of reopening the recruitment.~~
- 4.2. The co-chairs notify the individuals who were not selected for a final interview.

I. PRESIDENT'S INTERVIEW

The College President determines who is present in the final interview. The Screening Committee Facilitator may be present at the final interview at the President's discretion.

J. RECORD OF INTERVIEW AND CANDIDATE SELECTION PROCESS, REFERENCE CHECKS AND OFFER OF EMPLOYMENT

1. The President directs the responsible academic administrator (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
2. The academic administrator conducts reference checks for the selected candidate(s) and sends them to the President and Director of Employment Services for review.
3. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services or designee notifies the President, ~~Executive~~-Vice President, and Dean, that an official employment offer may be extended.
4. The College President authorizes the academic administrator to extend an offer of employment.
5. The Screening Committee Facilitator completes the Record of Interview and Candidate Selection Process form indicating which applicants did not meet minimum

qualifications, which applicants were not invited to and which applicants attended initial and final oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department.

6. The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

See:

[Board Policy 3420 Equal Employment Opportunity](#)

[Administrative Procedure 3420 Equal Employment Opportunity Plan](#)

[Board Policy 7100 Commitment to Diversity](#)