



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

### **A. NOTIFICATION OF VACANCY/TRANSFER OR MULTI- COLLEGE ASSIGNMENT REQUEST/ POSTING NOTICES**

Upon receipt of formal notification of a current or anticipated vacancy, the Human Resources Department does the following:

- Reviews the recommended position announcement template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy.
- Determines the announcement closing date in consultation with the college's needs and policy/contract requirements.
- Sends the hiring committee forms to the dean.
- Schedules a Districtwide Equivalency Committee meeting.

Upon receipt of formal notification of a current or anticipated vacancy, the following shall occur:

1. The dean shall send out an announcement informing current faculty of the opportunity for an assignment at another college. The announcement shall include specific assignment information when possible. Faculty members shall be provided with three business days to respond if interested in the assignment. The dean, in consultation with the department chair, shall consider all eligible faculty members that indicate interest in the assignment. The dean will inform HR as to whether any requests were accepted and notify those who were not selected.

*The transfer/multi-college assignment request option may be waived at the discretion of the dean.*

2. In the event a transfer/multi-college assignment request is not accepted or should the dean waive the option to solicit such requests, HR will determine the announcement closing date or sub-pool cut-off date in consultation with the dean.
3. HR sends the hiring committee forms to the dean.
4. HR coordinates a Districtwide Equivalency Committee meeting.

## B. ANNOUNCEMENT/ADVERTISING

Ongoing recruitment pools are advertised and maintained for disciplines with frequent hiring activity. When an existing applicant pool does not exist, HR ~~Following input of the department and/or division faculty representatives, the Human Resources Department~~ prepares the a vacancy announcement that includes a description of duties and responsibilities, qualifications, and application procedures. ~~Ongoing recruitment pools are advertised and maintained for disciplines with frequent hiring activity.~~ For positions in disciplines that are not advertised on an ongoing basis, 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.

Vacancy announcements will be placed in appropriate print and online periodicals and databases, in consultation with the department and/or division representatives, as well as the California Community College Registry, diversity-related websites, *HigherEdJobs.com*, *edjoin.org*, and *VCCCD.edu*.

## C. COMMITTEE COMPOSITION AND APPOINTMENTS

The academic administrator responsible for supervising the position(s) and serving as the administrative co-chair of the screening committee, in consultation with the department chair or coordinator, is responsible for making appointments to the screening committee in a manner that provides diversity when possible. Colleges may use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a districtwide perspective. The following guidelines should be followed when composing a committee:

COMMITTEE COMPOSITION	NUMBER
Academic administrator	1
Department chair/coordinator or designee	1
Academic faculty from the discipline (may include department chair/coordinator)	2 minimum

- The screening committee shall consist of a minimum of three members. At least two members of the committee must be faculty within the discipline. When faculty members within the discipline are not available, faculty members from a related discipline may be substituted for the faculty in the discipline. A related discipline is one that is listed as a qualifying degree in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* for that discipline. If a related discipline is not listed, 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, members from other colleges and community members may be selected to serve on committees.
- The academic administrator and the department chair/coordinator or designee will serve as the co-chairs of the screening committee.
- In order to ensure consistency in the process, each screening committee member should be available for all committee meetings and must be present for all applicant interviews.

#### **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 the procedure a committee member must follow if he/she believes any irregularities have occurred during the process. In order to ensure consistency in the process, each screening committee member must be available for all committee meetings. The committee will decide whether or not to allow video conferencing as an interview option.

The administrative co-chair downloads from HR Tools all materials to be used during the screening process.

The co-chairs coordinate with the screening committee to accomplish the following:

- The co-chairs discuss hiring procedures, timelines, forms, the confidentiality agreement, diversity sensitivity, and Equal Employment Opportunity principles. The administrative chair is responsible for ensuring adherence to the principles of Equal Employment Opportunity throughout the entire process. This includes reviewing the applicant pool at each stage of the process to determine if there is adverse impact.
- The screening committee is provided with confidentiality policies and notified 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 agreement.
- The screening committee establishes dates, times, and locations for the prescreening, application screening, application tally, oral interviews, and the oral interview tally.
- The screening committee creates and discusses application screening criteria based upon the job announcement, creates oral interview questions based on requirements listed in the job announcement and discussing scoring criteria to aid in preparation of the Academic Oral Interview Record form, determines the format of the interview procedure, finalizes any details pertaining to the teaching/skills demonstration for the oral interview, and discusses the final

weighting for the questions listed on the Academic Oral Interview Record form. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

- Following the creation of the application screening criteria and oral interview questions, the co-chairs develop the Academic Application Screening Evaluation form, the Academic Oral Interview Record form, and the Academic Application Screening Tally and Academic Oral Interview Tally sheets using the templates available on HR Tools.
- The screening committee establishes a prescreening committee consisting of at least one co-chair and one faculty member in the discipline.

#### **E. AFTER CLOSE OF FILING (THE HUMAN RESOURCES DEPARTMENT NO LONGER ACCEPTS APPLICATIONS)**

The following shall occur once the filing period has closed:

##### **1. Release of Candidate Information and Districtwide Equivalency Review**

The Human Resources Department changes the applicants' status in the online application system and provides access to the applicant tracking system to the co-chairs for the purpose of accessing candidates' information. The Human Resources Department also notifies the co-chairs of the status of the equivalency process. Equivalency review will be conducted in accordance with Administrative Procedure 7211.

The Human Resources Department provides the districtwide equivalency committee with the necessary information to access the candidates' applications in the online application database no later than two working days following the closing date of the application filing period. The districtwide equivalency committee reviews requests for equivalency for those candidates who submit the required application materials and provides recommendations to the Human Resources Department. The Human Resources Department deactivates the applications in applicant tracking system (ATS) for those not recommended for equivalency unless the applicants are found to meet minimum qualifications as described in Section 2 (Prescreening) below.

Equivalency requests for disciplines that exist at only one college will be reviewed by local process at the college.

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

##### **2. Prescreening (review of minimum qualifications)**

Both the prescreening and application screening processes (Section E.2.) can be conducted concurrently if the composition of the committee is the same for both processes.

At the discretion of the administrative chair, the composition of the prescreening subcommittee shall consist of one of the following:

- a. all members of the screening committee,
- b. the department chair and the dean, or
- c. the department chair and the other faculty member in the discipline.

The 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 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 or they will be rejected. 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.

The prescreening results are forwarded to the Human Resources Department at the conclusion of the prescreening process. The Human Resources Department deactivates those 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.

Committee members may review any applicant in the online application system who was determined to be unqualified during the prescreening based on minimum qualifications.

### 3. Application Screening

At the discretion of the administrative chair, the composition of the application screening subcommittee shall consist of one of the following:

- a. all members of the screening committee,
- b. the department chair and the dean, or
- c. the department chair and the other faculty member in the discipline.

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

- Academic Application Screening Evaluations must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Academic Application Screening Evaluations must document a recommendation for oral interview (5 – Highly Recommend, 4 – Recommend, 1 – Do Not Recommend)
- Application screening subcommittee members sign and date the Academic Application Screening Evaluations.
- Application screening subcommittee members screen the application

materials independently and submit their results to the co-chairs.

## **F. 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 who participated in the application screening shall be present at the application screening tally meeting and shall have completed their screening of the applicants. Applicants who were not evaluated under the process outlined in Section E above shall not remain under consideration or be added back to the pool once the Application Screening Tally process has been initiated.

The following shall occur during the application screening tally meeting:

1. A co-chair tallies the application screening results.
2. The application screening subcommittee as a whole determines which applicants will be invited for interviews. The determination is based on the scores and not the individual's identity. "Natural breaks" in the score distribution should be a determining factor.
3. The subcommittee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates will be considered for interview based on their ranks and may be considered only if invitations are refused by the original invited candidates.
4. A co-chair assigns dates and times for oral interviews, taking into consideration distance and time of travel of the applicants. The department chair or the dean's administrative assistant sends out invitations to the candidates.

## **G. ORAL INTERVIEW**

At the discretion of the administrative chair, the composition of the interview subcommittee shall consist of one of the following:

- a. All members of the screening committee,
- b. The dean and faculty member with expertise in the discipline, or
- c. An alternate academic manager (Dean or Assistant Dean) and faculty member with expertise in the discipline. A Dean alternate should only be used when it is not possible for the Dean to participate.

The oral interview process shall consist of the following:

1. Oral Interview Briefing (30 minutes before the first interview)

A co-chair discusses the guidelines pertinent to the interview process, including appropriate follow-up questions, guidelines for written comments on the Academic Oral Interview Records, the District's diversity policy, and procedures for discussion following each candidate's interview. The interview subcommittee reviews each question and discusses, in general, an appropriate answer.

## 2. Oral Interview

At the beginning of the interview, a co-chair welcomes and introduces the candidate, introduces each committee member, and advises the candidate about the process of the interview. The 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, and length of the teaching demonstration.

At the oral interview, follow-up questions may be asked for the purpose of seeking clarification and expansion of an applicant's response. Follow-up questions may not deviate from the original questions.

At the close of each interview, a co-chair thanks the candidate and advises him/her of the next step in the process.

A co-chair ensures all interviews are conducted within the allotted amount of time.

## 3. Oral Interview Discussion and Rating

At the conclusion of each oral interview, a co-chair facilitates a discussion of the candidate. Each committee member shall share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of:

- Clarification of technical questions asked during the interview.
- The manner in which the candidate responded to questions asked during the interview.
- Strengths and weaknesses of each candidate, including professional impact.

Among those items which are inappropriate for discussion are the following:

- Advocacy or opposition for a particular candidate based on information obtained outside the interview process.
- Comments based on rumor or unsubstantiated knowledge of a candidate.
- Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.

The Oral Interview Record Form is used for rating candidates during the initial interview. Each committee member rates each candidate (5 – Highly Recommend, 4 – Recommend, 1 – Do Not Recommend) (

All ratings must be supported by clearly written comments. Overall ratings should be representative of the candidates' performance across all questions and the teaching demonstration.

4. Oral Interview Tally

A co-chair tallies the oral interview ratings and displays the ratings to the entire committee with the names of the candidates redacted for the purpose of reviewing the distribution of scores and determining the natural break in ratings.

After determining the natural break, the names of the candidates are displayed to the committee for the purpose of determining which candidates have sufficiently demonstrated they are qualified to perform the duties of an adjunct (part-time) faculty member. The committee reviews the ratings to consider discrepancies. The discussion shall focus on information provided in the interviews as well as information provided in the candidates' applications. Any committee member may change or keep their original rating after considering the information discussed. Extreme scoring disparities should be discussed at this time. Scores may only be changed in consideration of information provided by the applicant that was not previously considered by the raters.

## **H. RECORD OF INTERVIEW AND CANDIDATE SELECTION PROCESS**

1. The co-chairs complete the Record of Interview and Candidate Selection Process form indicating which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidates eligible for hire.
2. Candidates recommended for hire are eligible for employment for up to four semesters from the original semester of consideration provided a more recent selection process was not initiated. For example, a candidate interviewed for a fall 2014 vacancy is eligible for "future hire" through fall 2016.
3. The co-chairs forward all screening files, forms, and related notes and records to the Human Resources Department.
4. The co-chairs notify all candidates who were invited to the oral interview of their status.

## **I. CANDIDATE SELECTION, ~~REFERENCE CHECKS,~~ AND OFFER OF EMPLOYMENT**

1. Upon approval by the college president, the academic administrator forwards the signed Part-Time Faculty Hiring Authorization(s) to the Human Resources Department.
2. Upon review of all materials, the Director of Employment Services notifies the academic administrator that he or she is authorized to extend an offer of employment.
3. The academic administrator extends the offer of employment and upon acceptance of the offer, notifies the Human Resources Department of the acceptance and the anticipated start date.
4. When appropriate, the Human Resources Department schedules a new employee orientation.



## **J. ALTERNATIVE HIRING PROCESSES FOR EXIGENT CIRCUMSTANCES**

In the event there is a need to expeditiously hire an instructor due to unforeseen circumstances and provided there are fewer than 15 working days before the instructor shall begin working, the Director of Employment Services may authorize a waiver to the hiring procedure as described above and allow the committee to exercise one of the following options:

- A. The committee gives selective consideration to current District faculty hired in the discipline at the other colleges without giving consideration to other applicants.
- B. In the event a pool exists for the discipline, the committee considers the applicants in the order of the date a completed application was submitted until a suitable applicant is found. The committee accomplishes this through one of the following processes:
  - 1. The committee identifies preferred qualifications and reviews applicants in the order in which they applied until a suitable number of applicants who meet the minimum and preferred qualifications have been identified. The committee interviews the selected applicants and, if the committee does not recommend anyone for hire, the committee invites the next group of applicants who meet the preferred qualifications to an interview. The committee determines how many applicants to invite at a time. The committee documents the preferred qualifications by which the applicants were screened and who was invited to an interview.
  - 2. The committee interviews the applicants who meet minimum qualifications in the order they applied without consideration of preferred qualifications until a suitable applicant is selected for hire.
  - 3. The committee develops screening criteria, screens the applications, and interviews the most qualified applicants in the order they applied.

The Director of Employment Services may approve modifications to the above processes on a case-by-case basis.

## **K. EMERGENCY HIRES**

The following strategies may be utilized within five working days of classes starting:

- A. Give selective consideration to faculty in the discipline currently working at other California community colleges or colleges/universities. The applicant must complete an application in the online applicant tracking system and submit transcripts or a letter from the registrar's office indicating they meet minimum qualifications. Human Resources will provide the employee with an orientation within three days of hire.
- B. Give selective consideration to previous qualified VCCCD adjunct faculty in the discipline who came off of the longevity list due to eight semesters of inactivity and were in good standing with the District. Human Resources will provide the employee with an orientation within three days of hire.

Faculty hired under these conditions will be required to participate in a regular selection process and be deemed qualified by the hiring committee in order to receive consideration for future assignments in the discipline following the semester of emergency employment.

See:

Board Policy 3420 Equal Employment Opportunity

Administrative Procedure 3420 Equal Employment Opportunity Plan

Board Policy 7100 Commitment to Diversity