

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-DE RECRUITMENT AND HIRING: PART-TIME FACULTY
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Adopted	June 16, 2010
Last Reviewed	February 14, 2012_____

SELECTION PROCEDURES FOR PART-TIME FACULTY

A. NOTIFICATION OF VACANCY/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.

B. ANNOUNCEMENT/ADVERTISING

Following input of the department and/or division faculty representatives, the Human Resources Department prepares the 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, at a minimum, will be distributed to the community colleges in California. Additionally, advertisements 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, 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. 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 minimum
Department chair/coordinator or designee	1 minimum
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 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 review hiring procedures, timelines, forms, the confidentiality agreement, and diversity sensitivity issues. 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 and criteria to aid in preparation of the Academic Oral Interview Record form, discusses the basis of questions in relationship to the job announcement, 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 during the organizational meeting, 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 co-chairs are responsible for copying all forms needed for the committee's use.

The following actions shall occur in the order listed below:

1. Districtwide Equivalency

Following the close of filing, the Human Resources Department forwards requests for equivalency to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The districtwide equivalency committee meets within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.

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

2. Release of Candidate Information

The Human Resources Department provides a username and password to the co-chairs for the purpose of accessing candidates' information.

The Human Resources Department forwards all recommended equivalencies to the co-chairs for review along with all other completed application materials not provided in Online Requisition and Application Processing (ORAP).

3. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications from the list of candidates not requesting an equivalency. The results of these deliberations are forwarded to the Human Resources Department at the conclusion of the screening process. The Human Resources Department will deactivate those who fail to meet minimum qualifications.

Applications for candidates not recommended for equivalency are made available to the entire screening committee in ORAP. Committee members may review the equivalency recommendations and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the districtwide equivalency committee may choose to sustain or modify its initial recommendation.

4. Screening

Upon completion of the prescreening process, all committee members screen applications in accordance with the predetermined application screening criteria. The committee members complete the Academic Application Screening Evaluations and ensure 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 for Interview, 3 – Recommend for Interview, 2 – Consider for Interview, 0 – Do Not Recommend).
- Screening committee members sign and date the Academic Application Screening Evaluations.
- Screening committee members screen the application materials independently and submit their results to the co-chairs.

F. APPLICATION TALLY MEETING

All committee members shall be present at the application tally meeting and shall have completed their screening of the applicants. The following shall occur during the application tally meeting:

1. The co-chairs 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 individual's identity. "Natural breaks" in the tally total should be the determining factor.
3. The committee 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 rank and may be considered only if invitations are refused by the original invited candidates.

4. The co-chairs assign dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
5. The co-chairs or the administrative co-chair's administrative assistant sends out invitations to the candidates.

G. ORAL INTERVIEW

Oral Interview Meeting (30 minutes before first interview)

The co-chairs discuss 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 screening committee reviews each question and discusses, in general, an appropriate answer.

Oral Interview

At the beginning of the interview, one of the co-chairs 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 and should be based on information presented by the applicants. All follow-up questions must be for purposes of 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.

The co-chairs ensure all interviews are conducted within the allotted amount of time.

Oral Interview Discussion and Rating

At the conclusion of each oral interview, the co-chairs facilitate a discussion of the candidate. The following guidelines shall be adhered to during the discussion:

1. 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.

2. 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.
3. The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and the teaching demonstration.
4. The committee rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The committee reviews the ratings to consider high/low 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.

Oral Interview Tally

The co-chairs tally the oral interview ratings and display the ratings to the entire committee with the names of the candidates redacted for the purpose of 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.

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.

Candidates recommended for hire are eligible for employment for up to two semesters from the original semester of consideration. For example, a candidate interviewed for a fall 2012 vacancy is eligible for "future hire" through fall 2013.

2. The co-chairs forward all screening files, forms, and related notes and records to the Human Resources Department.
3. 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. The academic administrator conducts reference checks on the individuals identified for immediate hire in accordance with the VCCCD reference checking procedure and sends the reference checks to the Human Resources Department. The academic administrator conducts reference checks on the individuals identified to be eligible for future hire only at the time that an offer is imminent.
2. Upon review of candidates' references and any other pertinent material, the Director of Employment Services notifies the academic administrator that an official offer of employment may be extended with the approval of the College President.
3. The academic administrator completes the Part-Time Faculty Hiring Authorization and forwards the authorization and references to the College President for approval.
4. The College President authorizes the academic administrator to extend an offer of employment.
5. The academic administrator extends the offer of employment and submits the signed Part-Time Hiring Authorization to the Human Resources Department following acceptance of the offer.
6. When appropriate, the Human Resources Department schedules a new employee orientation upon receipt of the signed Part-Time Hiring Authorization.

J. EXCEPTION TO SCREENING PROCESS

In the event there is a need to expeditiously hire an instructor due to unforeseen circumstances and provided there is less than five 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 give selective consideration to current District faculty in the discipline at the other colleges without giving consideration to external candidates. Provided there is no existing applicant pool for the vacancy, the committee may selectively consider qualified external applicants. Such applicants shall be screened in accordance with the above procedures.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
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Legal	California Government Code Section 1090 et seq. California Government Code Section 12920 et seq.
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The District prohibits the practice of nepotism.

The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Section 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a ~~regular~~ position of employment within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative [or domestic partner as defined by Family Code Section 297 et seq.]

Immediate family means spouse [or domestic partner as defined by Family code Section 297 et seq.], parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses [or domestic partners as defined by Family Code Section 297 et seq.] in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

No Administrative Procedure required.
See BP 7205 – Employee Code of Ethics.