

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7120 RECRUITMENT AND HIRING
Number	BP 7120
Status	Active
Legal	Accreditation Standard III.1.A California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq. California Education Code, Section 70902, subdivision (d)
Adopted	May 17, 2007
Last Reviewed	February 14, 2012 _____

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to:

- The criteria and procedures for the recruitment and selection of management employees including college presidents;
- The criteria and procedures for selection and hiring of academic employees in accordance with established and implemented board policies and procedures regarding the Academic Senate's role in local decision-making. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors or the equivalent in accordance with established procedures; and
- The criteria and procedures for hiring classified employees shall be established by the Personnel Commission.

See:

Administrative Procedure 7120-A Recruitment and Hiring: Vice Chancellor(s)
Administrative Procedure 7120-B Recruitment And Hiring: College President
Administrative Procedure 7120-C Recruitment And Hiring: Academic Managers
Administrative Procedure 7120-D Recruitment And Hiring: Full-Time Faculty
Administrative Procedure 7120-E Recruitment And Hiring: Part-Time Faculty

Book	<u>VCCCD Administrative Procedure Manual</u>
Section	<u>Chapter 7 Human Resources</u>
Title	<u>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</u>
Number	<u>AP 7120-A</u>
Status	<u>Active</u>
Legal	<u>California Education Code Section 87100 et seq.</u> <u>California Code of Regulations, Title 5, Section 53000 et seq.</u> <u>Accreditation Standard III.A</u>
Adopted	<u></u>

SELECTION PROCEDURES FOR VICE CHANCELLOR POSITIONS

The following practices shall be followed for all vice chancellor positions.

I. NOTIFICATION OF VACANCY/RECRUITMENT STRATEGY

Upon formal notification of a vice chancellor vacancy, the Chancellor informs the Director of Employment Services of his/her plans to fill the position. Vacancy notification occurs upon the Chancellor's acceptance of the vice chancellor's resignation, retirement, contract non-renewal, or the receipt of information regarding death or departure for special circumstances. During the two weeks following the formal notification date, the Chancellor reviews the existing job description with the Director of Employment Services and makes any necessary changes. In the event substantial changes need to be made or there is a restructuring of the District administration functions, the new or revised job description must be presented to the Board of Trustees and the Personnel Commission (if applicable) for approval.

II. COMMITTEE COMPOSITION

Academic and classified appointments to the screening committee are made by the Chancellor or designee from recommendations from the groups/individuals listed below. When subject matter expertise is necessary, additional committee members may be commissioned from outside the District.

<u>VICE CHANCELLOR POSITIONS</u>	
<u>Committee Composition Number</u>	<u>Recommendations from:</u>
<u>College Management/Supervisors 6</u> <u>(2 from each college)</u>	<u>College President(s)</u>
<u>District Administrative Center Representatives 2</u>	<u>Chancellor's Cabinet</u>
<u>Faculty Representative 3</u> <u>(1 from each college)</u>	<u>Academic Senate Presidents</u>
<u>Classified Representative 3</u>	<u>Chancellor's Cabinet</u>
<u>Management-level representative from outside the District for subject-matter expertise 1</u>	<u>Chancellor</u>
<u>Screening Committee Facilitator non-voting ex-officio ---</u>	<u>Human Resources Department Manager</u>

<u>AFT Representative 1</u>	<u>AFT President</u>
<u>SEIU Representative 1</u>	<u>SEIU Chief Steward</u>
<u>Total 17</u>	-

III. VICE CHANCELLOR POSITIONS SCREENING COMMITTEE GUIDELINES

A. Committee Appointments

The Director of Employment Services reviews the membership recommendations to ensure the diversity of representation within the Screening Committee. The Chancellor appoints the chair from among the membership, and the chair convenes the committee.

B. Timelines for Screening/Selection Process

Timelines for the Organizational Meeting (where applicable), Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Director of Employment Services. Timeline approval may be completed after the committee has set the calendar for the screening process.

C. Announcement/Advertising

The Director of Employment Services or designee prepares the vacancy announcement including 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. The Director of Employment Services or designee is responsible for the recruitment, identification of advertising sources and applicant targets, ad placement, and web posting. If the District selects a recruitment firm to assist in any aspect 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 Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

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. In order to ensure consistency in the process, each screening committee member must be available for all committee meetings.

The Screening Committee, under the direction of the chair and the screening committee facilitator, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job announcement, and determines the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

E. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications. The members forward the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the information to the Human Resources Department. The Human Resource Department deactivates (in ORAP) those who fail to meet minimum qualifications or those who fail to meet requirements.

F. Screening

The Human Resources Department forwards the guest user ID and the password for the particular vacancy to all Screening Committee members. Committee members have an opportunity to review any applicant file which was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Each committee member screens the application materials independently and submits their results to the chair.

G. Application Tally

All committee members should be present at the application tally meeting and have completed their screening of applicants. Any exceptions must be approved by the Director of Employment Services.

- a. Chair and the Screening Committee Facilitator tally the results.
- b. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identity. "Natural breaks" in the tally total should be the determining factor.
- c. 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.
- d. The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department emails the individuals who were not selected for interview.
- e. The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

H. Oral Interview

The Screening Committee Facilitator discusses guidelines pertinent to the interview process, appropriate follow up questions, guidelines for written comments on oral interview forms, District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. 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 intent of the original questions.

1. At the conclusion of each oral interview, the Screening Committee Facilitator facilitates a discussion process during which the following actions occur:

- a. Each committee member shares a brief summary of each applicant's strengths and limitations: that may include the following:
 - (1) Clarification of technical questions asked during the interview
 - (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
 - (3) Strengths and weaknesses of each candidate, including professional impact
 - (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview
- b. Among those items which are inappropriate for discussion are the following:
 - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
 - (2) Comments based on rumor or unsubstantiated knowledge of a candidate
 - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics
- c. 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.
- d. 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 focuses on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or remain with original rating after considering the information discussed.

I. Oral Tally

- 1. The Chair 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, candidates' names are displayed to the committee for the purpose of determining who should be recommended to the Chancellor for final consideration. The committee as a whole may decide if candidates below the natural break should be recommended for final consideration. For classified positions, the Director of Employment Services will establish an unranked eligibility list to be certified to the Chancellor based on the recommendations of the screening committee. All

candidates on the unranked eligibility list will be forwarded to the Chancellor for consideration.

3. The committee summarizes, in writing, the strengths and weaknesses of the candidates recommended to the Chancellor for consideration.
4. The Human Resources Department emails the individuals who were not selected for final consideration.

J. Chancellor Interview

The Chancellor conducts final interviews from an unranked list of candidates recommended by the Screening committee. The Chancellor may interview without the presence of the Screening Committee Facilitator.

For both classified and academic positions, the Chancellor has the option of reopening the recruitment if no selection is made. For academic positions, the Chancellor has the option of interviewing the candidates not recommended by the committee for final consideration.

K. Reference Checks and Offer of Employment

1. The Chancellor or designee conducts reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
2. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the Chancellor that an official employment offer may be made. The Director of Employment Services and the Chancellor discuss the salary offer.
3. The Screening Committee Facilitator completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The Chancellor signs the form and forwards the original form to the Human Resources Department.
4. The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120- CB Recruitment and Hiring: College President
Number	AP 7120- CB
Status	Active
Legal	California Education Code Section 87100 et seq. California Education Code Section 87400 California Education Code Section 88003 Accreditation Standard III.A
Adopted	June 20, 2006
<u>Last Reviewed</u>	<hr/>

Selection Procedures for PRESIDENTS

Notification of Vacancy/Recruitment Strategy

Upon formal notification of a presidential vacancy, the Chancellor will inform the Board of Trustees of the need to secure new college leadership. Vacancy notification shall be provided in the form of Board acceptance of a presidential resignation, retirement, contract buyout, or the receipt of information regarding death, or departure for special circumstances. At the following Board meeting, the Board will consider, as part of its public deliberations, the approach it wishes to use for the selection of a successor president. The Board, by formal action, will determine whether it wishes to contract for an external recruitment firm, to utilize the District's Human Resources Department (HR), or a combination of consultant and internal HR support services. Should the Board choose to contract for external search services exclusively, the Chancellor or his designees shall serve as the Board's liaison to the firm.

External Searches

In the event that an external search firm is contracted by the Board of Trustees, the procedures, timelines, and activities supporting the search will be determined by the Board, through the Chancellor, in consultation with their consultant firm. The Board is committed to broad community and college participation in its searches, as well as providing equal employment opportunity to qualified candidates.

District Conducted Searches

Should the Board determine it wishes to conduct a district-supported search, the following practices shall be observed.

Committee Composition

Academic, classified, and student appointments will be made from recommendations from the groups/individuals listed below. Each will be requested to forward five (5) names for consideration.

Committee Composition	Number	Selected from Among the Recommendations of the Following:
Faculty (<u>from the college with the vacancy</u>)	34	Academic Senate President
Classified Representatives (<u>from the college with the vacancy</u>)	34	Classified Senate President
Students (<u>from the college with the vacancy</u>)	31	<u>Associated</u> Student Government President
Additional appointments will be selected from among the recommendations of the following:		
Community Members	32	Board of Trustees <u>Chancellor</u>
College Management (<u>from the college with the vacancy</u>)	2	Outgoing President or Chancellor*
Current/ Retired Community College President	1	Chancellor's Cabinet
District Administrative Center Representative	1	Chancellor's Cabinet
Ex-officio diversity officer <u>Screening Committee Facilitator (ex officio)</u>	4---	Chancellor's Cabinet <u>Human Resources</u>
TOTAL	17 <u>15</u>	

~~*In the absence of a president.~~

Committee Appointments

Membership recommendations will be reviewed and appointments made by the Chancellor to ensure the diversity of representation within the selection committee. The Chancellor will appoint the chair from among the membership. The Chancellor will report on the composition and diversity of the committee to the Board of Trustees.

Screening/Selection

Timelines for the Organizational Meeting, Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Vice Chancellor, Human Resources, and the Chancellor. Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Chancellor and diversity office for approval.

Announcement/Advertising

Preparation of the vacancy announcement including a description of duties and responsibilities, qualifications and application procedures is the responsibility of the Vice Chancellor, Human Resources or designee. 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 Vice Chancellor, Human Resources, 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 *Chronicle of Higher Education*, Association of California Community College Administrators (ACCCA), the *Los Angeles Times*, the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

Organizational Meeting

The search committee will be 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. In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings. The screening committee, under the direction of the chair and the diversity officer, will identify and discuss application screening criteria, create oral interview questions and criteria, discuss the basis of the questions in relationship to the job announcement, and determine the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

Screening

Each committee member will screen the application materials independently and submit their results to the chair.

Application Tally

All committee members should be present at the application tally meeting. Any exceptions must be approved by the diversity officer. The chair and diversity officer will tally results and present them to the committee without names. The committee will determine which applicants will be invited for an interview. The determination will be based on the scores and not the individuals' identities.

"Natural breaks" in the tally total should be a determining factor. In the event an applicant declines an interview invitation, the committee will determine if additional applicants will be considered for interview.

Oral Interview/Tally

Prior to the oral interview, the committee will review each question and discuss in general an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by applicant. 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 conclusion of the oral interviews, each committee member will share a brief summary of each applicant's strengths and limitations. Following the comments, the chair and the diversity officer will tally the results. All results will be presented to the committee without disclosing the identities of the applicants. The committee will determine which applicants to forward to the Chancellor for consideration. The Chancellor may request a minimum number to be forwarded. If the committee wishes, the forwarded applicants' identities may be disclosed. If the committee chooses, additional applicants may be forwarded after the identities have been disclosed.

Reference Checks

The Vice Chancellor, Human Resources, or designee, will conduct background checks on the finalist(s) consistent with Board Policy 7120-C.

Board/Chancellor Interview

The Trustees and Chancellor will conduct joint final interviews from an unranked list of a plurality of candidates forwarded from the committee. Trustees and Chancellor may request the committee forward additional applicants. Upon completion of the joint interviews, the Chancellor will, for purpose of discussion with Trustees, declare his or her preferences regarding candidates. A successful candidate may be selected or a determination made that the search process needs to be extended or postponed to a later date. The outcome of the search process will be presented by the Chancellor to the Board at its public meeting.

The diversity officer will attend the Board/Chancellor interview.

Notifications

HR will contact the successful presidential candidate and make all necessary contractual arrangements. The Board will be notified by the Chancellor, within a reasonable period of time, that the candidate has or has not accepted the contract. Release of information to the campus and press regarding the outcome of the search will be undertaken by the Director of Administrative Relations in consultation with the candidate.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-AC Recruitment and Hiring: <u>Academic Managers</u>
Number	AP 7120-AC
Status	Active
Legal	California Education Code Section 87100 et seq. California Code of Regulations, Title 5, Section 53000 et seq. Accreditation Standard III.A
Adopted	April 14, 2009
Last Reviewed	March 12, 2009 _____

SELECTION PROCEDURES FOR ACADEMIC MANAGERS

The following practices shall be followed for all academic management positions. ~~Classified management positions will follow the rules and regulations as established by the Personnel Commission.~~

I. NOTIFICATION OF VACANCY/RECRUITMENT STRATEGY

Upon formal notification of an academic manager vacancy, the hiring manager informs the Director of Employment Services of his/her plans to fill the position. Vacancy notification occurs upon the Chancellor's acceptance of the manager's resignation, retirement, contract non-renewal, or the receipt of information regarding death or departure for special circumstances. During the two weeks following the formal notification date, the responsible manager reviews the existing job description with the Director of Employment Services and makes any necessary changes. In the event substantial changes need to be made or there is a restructuring of college's functions, the new or revised job description must be presented to Chancellor's ~~e~~Cabinet for approval. Unless substantial changes are made to the job description, the Director of Employment Services begins the recruitment process two weeks following the formal notification date.

II. COMMITTEE COMPOSITION

College Positions

Academic, classified, and student appointments to the Selection Committee are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. ~~The committee composition for classified management positions may be modified to be in compliance with Personnel Commission rules.~~ When subject matter expertise is necessary, committee members may be commissioned from outside the dDistrict.

<u>ACADEMIC COLLEGE-BASED MANAGEMENT POSITIONS</u>	
<u>Committee Composition Number</u>	<u>Recommendations From: of the Following</u>
College Management/Supervisors 4 (2-3 from the college in which vacancy occurs and 1 each from <u>one of</u> the other <u>two</u> another colleges)	College President(s)
District Administrative Center Representative 1	Chancellor's Cabinet
Faculty (for academic management only) 2-4 (<u>from the college with the vacancy</u>)	<u>College President</u> (following consultation with the a <u>Academic s</u> Senate p <u>President</u>)
Students (for Dean of Student Learning at the discretion of the President, Dean of Student Services <u>Instructional VP, SS VP, and EVP only</u>) 1	<u>College President</u> (following consultation with <u>Associated Student Government</u>)
<u>Classified Supervisor/Employee</u> 1	<u>College President</u> (following consultation with the <u>Classified Senate President</u>)
Screening Committee Facilitator - <u>non-voting</u> (ex- officio) 1---	Director of Employment Services
Total 9-11	

District Administrative Positions

~~Academic and classified appointments are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. The committee composition for classified management positions may be modified to be in compliance with Personnel Commission rules. When subject matter expertise is necessary, committee members may be commissioned from outside the District.~~

<u>Committee Composition Number</u>	<u>Recommendations of the Following:</u>
College Management/Supervisors 3 (1 from each college)	College President(s)
District Administrative Center Representative 2	Chancellor's Cabinet
Screening Committee Facilitator (ex-officio) 1	Director of Employment Services
Total 6	-

III. MANAGEMENT SCREENING COMMITTEE GUIDELINES

A. Committee Appointments

The Director of Employment Services reviews the membership recommendations to ensure the diversity of representation within the Screening Committee. The Director of Employment Services appoints the chair from among the membership, and the chair convenes the committee.

B. Timelines for Screening/Selection Process

Timelines for the Organizational Meeting (where applicable), Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Director of Employment Services. Timeline approval may be completed after the committee has set the calendar for the screening process.

C. Announcement/Advertising

The Director of Employment Services or designee prepares the vacancy announcement including 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. The Director of Employment Services or designee is responsible for the recruitment, identification of advertising sources and applicant targets, ad placement, and web posting. If the District selects a recruitment firm to assist in any aspect 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 Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

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. In order to ensure consistency in the process, each ~~s~~Screening ~~e~~Committee member must be available for all committee meetings.

The Screening Committee, under the direction of the chair and the ~~s~~Screening ~~e~~Committee ~~f~~Facilitator, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job announcement, and determines the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

E. Prescreening

All members of the prescreening committee confer and determine which applicants meet minimum qualifications. The members forward the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the information to the Human Resources Department. The Human Resource Department deactivates (in ORAP) those who fail to meet minimum qualifications or those who fail to meet requirements.

F. Screening

The Human Resources Department forwards the guest user ID and the password for the particular vacancy to the all ~~s~~Screening ~~e~~Committee members. Committee members have an opportunity to review any applicant file which was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Each committee member screens the application materials independently and submits their results to the chair. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (5.4 - Highly Recommend for interview, 3 – Recommend for interview, 2 – Consider for Interview, 0 - Do Not Recommend).
- Screening Committee members sign and date the screening evaluation forms.

G. Application Tally

All committee members should be present at the application tally meeting and have completed their screening of applicants. Any exceptions must be approved by the Director of Employment Services.

1. ~~a.~~ Chair and the Screening Committee Facilitator tally the results.
2. ~~b.~~ The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identity. "Natural breaks" in the tally total should be the determining factor.
3. ~~c.~~ 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. ~~d.~~ The Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department emails the individuals who were not selected for interview.
5. ~~e.~~ The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

H. Oral Interview/~~Tally~~

The Screening Committee Facilitator discusses guidelines pertinent to the interview process, appropriate follow up questions, guidelines for written comments on oral

interview forms, District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. 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 intent of the original questions.

1. At the conclusion of each oral interview, the Screening Committee Facilitator facilitates ~~the following a~~ discussion process that will generally consist of the following:

~~Generally, the discussion will consist of:~~

- a. ~~At the conclusion of each oral interview, e~~Each committee member shares a brief summary of each applicant's strengths and limitations- that may include the following:
 - (1) Clarification of technical questions asked during the interview.
 - (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
 - (3) Strengths and weaknesses of each candidate, including professional impact
 - (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview
 - b. Among those items which are inappropriate for discussion are the following:
 - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
 - (2) Comments based on rumor or unsubstantiated knowledge of a candidate
 - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics
2. ~~e.~~ 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 teaching demonstration~~.
 3. ~~d.~~ 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 focuses on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or remain with original rating after considering the information discussed.

I. Oral Tally

2. a.—The Chair 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.
3. b.—After determining the natural break, candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the ~~eCollege pPresident/chancellor~~ for final interview. The committee as a whole may decide if candidates below the natural break should be forwarded to the ~~eCollege pPresident/chancellor~~. The committee determines the number of candidates to be forwarded to the ~~eCollege pPresident/chancellor~~ based on the candidates' performance and president's preference. If no candidates are deemed to be acceptable to the ~~sScreening eCommittee~~, the ~~eCollege pPresident/chancellor~~ has the option of interviewing the candidates and/or reopening the recruitment. The Human Resources Department emails the individuals who were not selected for interview.
4. c.—The committee summarizes, in writing, the strengths and weaknesses of the candidates forwarded to the ~~eCollege pPresident/chancellor~~ for review prior to interviewing the candidates.

J. President/~~Chancellor~~ Interview

~~For college positions, t~~The ~~eCollege pPresident and chancellor~~ conducts joint final interviews from an unranked list of a plurality of candidates forwarded from the committee. The ~~eCollege pPresident and chancellor~~ may request the committee forward additional candidates ~~(not applicable for classified management)~~. The ~~eCollege pPresident and chancellor~~ may interview without the presence of the Screening Committee Facilitator. In the event that it is a District Administrative Center position, the hiring manager and the ~~chancellor~~ will conduct final interviews.

K. Reference Checks and Offer of Employment

1. a.—The ~~eCollege pPresident/chancellor~~ directs the responsible manager (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
2. b.—The responsible manager forwards the references for the selected candidate to the Director of Employment Services for review.
3. c.—Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the hiring manager that an official employment offer may be made. The ~~dDirector of Employment Services~~ and the hiring manager discuss the salary offer.
4. d.—The Screening Committee Facilitator completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The ~~eCollege pPresident/chancellor~~ signs the form and forwards the original form to the Human Resources Department.
5. e.—The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120- BD Recruitment and Hiring: Full-Time Faculty
Number	AP 7120- BD
Status	Active
Legal	California Education Code Section 87100 et seq. California Code of Regulations, Title 5, Section 53000 et seq. Accreditation Standard III.A
Adopted	July 14, 2009
Last Reviewed	February 14, 2012 _____

Selection Procedures for Full-Time Faculty

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. The Human Resources Department determines the announcement closing date in consultation with the college's needs and policy/contract requirements. The Human Resources Department distributes the following in accordance with negotiated agreements and applicable policies:

- Transfer notice to full-time faculty a minimum of three days prior to opening the position for submission of applications
- Vacancy announcement to all faculty
- Vacancy announcement to mailing lists, CCC registry, publications, newspapers, online websites, list servers, etc.
- Screening committee calendar and composition forms to college president

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 Chronicle of Higher Education, the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, edjoin.org and VCCCD.edu.

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 reviews the committee composition to ensure diverse representation within the committee and adherence to District policies and agreements where applicable.

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.*

<u>Committee Composition</u>	<u>Number</u>
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-officio	---

* 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 a pre-established list of trained Screening Committee Facilitators provided by the Human Resources Department.

In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings.

Organizational Meeting

The Screening Committee Facilitator picks up the committee files from the Human Resources Department and the Screening Committee Facilitator file containing the list of VCCCD part-time applicants, applicant gender/ethnicity information, and other materials to be used in the organizational meeting.

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/Chancellor.
- 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 in the discipline (one of whom may be the co-chair) and the Screening Committee Facilitator.

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.

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.

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

After Close of Application Filing

Within three days following the close of application filing, the Human Resources Department e-mails the screening forms with criteria, oral interview records with questions, and electronic copies of the application screening and oral tally sheets to the Screening Committee Facilitator.

The Screening Committee Facilitator is responsible for copying all forms needed for the committee's use.

Districtwide Equivalency Review

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 forwards the recommendations to the Human Resources Department. The Human Resources Department deactivates the applications in Online Requisition and Application Processing (ORAP) for those not recommended for equivalency.

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.

Prescreening

Following the review of the requests for equivalency, the Human Resources Department provides the ORAP guest user ID and password to the Screening Committee Facilitator and the prescreening committee. All members of the prescreening committee confer and determine which applicants meet minimum qualifications. The prescreening committee forwards the results of these deliberations to the Screening Committee Facilitator. The Screening Committee Facilitator forwards the information to the Human Resources Department. The Human Resources Department deactivates the applications for the applicants who fail to meet minimum qualifications.

Application Screening

Upon completion of the prescreening process, the Human Resources Department forwards the guest user ID and the password for the particular recruitment to all screening committee members. Committee members have an opportunity to review any applicant file that was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms 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 must sign and date the screening evaluation forms.
- Each committee member screens the application materials independently and submits their results to the chair.

Application Tally Meeting

All committee members must be present at the application tally meeting and have completed their screening of the applicants. Any exceptions must be approved by the Screening Committee Facilitator.

- a. The Co-Chairs and the Screening Committee Facilitator tally the application screening results.
- b. 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 when possible. Per the Agreement between the District and the AFT, Section 5.4(c)(6), a minimum of 25% (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.
- c. 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.
- d. 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.
- e. The Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.
- f. 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.

Oral Interview

Oral Interview Briefing (thirty minutes before first interview)

The Screening Committee Facilitator discusses the District's diversity 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

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

- a. 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:

- (1) Clarification of technical questions asked during the interview.
 - (2) The manner in which the candidate responded to questions asked during the interview.
 - (3) Strengths and weaknesses of each candidate, including professional impact.
- b. Among those items that are inappropriate for discussion are the following:
 - (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process.
 - (2) Comments based on rumor or unsubstantiated knowledge of a candidate.

- (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
- c. The Oral Interview Record Form shall be 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.
- d. 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 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.

Oral Tally

- a. 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.
- b. 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. The committee as a whole may decide if candidates below the natural break should be forwarded to the College President. The committee determines the number of candidates to be forwarded to the President based on the candidates' performances and President's preference. 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. The Human Resources Department e-mails the individuals who were not selected for interview.
- c. The committee summarizes the strengths and limitations of the candidates and forwards the summary to the College President for review.
- d. The Co-Chairs and Screening Committee Facilitator meet with the College President to discuss the summaries.

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.

Reference Checks and Offer of Employment

- a. 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.

- b. The academic administrator conducts reference checks for the selected candidate(s) and sends them to the President and Director of Employment Services for review.
- c. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services notifies the academic administrator that an official employment offer may be extended.
- d. The College President authorizes the academic administrator to extend an offer of employment.
- e. The Screening Committee Facilitator completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department.
- f. The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120- DE RECRUITMENT AND HIRING: PART-TIME FACULTY
Number	AP 7120- DE
Status	Active
Legal	California Education Code Section 87100 et seq. California Education Code Section 87400 California Code of Regulations, Title 5, Section 53000 et seq. Accreditation Standard III.A
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
Title	BP 7310 NEPOTISM
Number	BP 7310
Status	Active
Legal	California Government Code Section 1090 et seq. California Government Code Section 12920 et seq.
Adopted	May 17, 2007
Last Reviewed	

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.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7330 COMMUNICABLE DISEASE
Number	BP 7330
Status	Active
Legal	California Education Code Section 87408 California Education Code Section 87408.6 California Education Code Section 88021
Adopted	May 17, 2007
Last Reviewed	_____

All individuals initially employed in an academic or classified position shall have on file a medical certificate issued by a physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code indicating within the past 60 days that he or she is free of active tuberculosis.

All newly hired academic employees who have not previously been employed in an academic position in California, shall have on file a medical certificate indicating freedom from any communicable diseases unfitting the employee to instruct or associate with students, including but not limited to, active tuberculosis. The medical examination shall have been conducted not more than six (6) months before the submission of the certificate and shall be at the expense of the applicant.

All employees shall be required to undergo an examination within four (4) years of employment and every four (4) years thereafter, to determine if they are free from tuberculosis.

See Administrative Procedures 7330 and 7336.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7352 EMERITUS TITLE
Number	BP 7352
Status	Active
Legal	
Adopted	February 9, 2010
Last-Reviewed	January 21, 2010 _____

Only the Board can grant emeritus title to former ~~employers~~ employees. The use of an emeritus status is limited to those granted the privilege through Board action.

No Administrative Procedure required.