



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7120-D Recruitment and Hiring: Full-Time Faculty Draft w/ Tracked Changes
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## **SELECTION PROCEDURES FOR FULL-TIME FACULTY**

### **A. NOTIFICATION OF VACANCY/POSTING NOTICES**

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

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

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

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

The Human Resources Department sends the vacancy announcement to:

[The Human Resources Department sends the vacancy announcement to:](#)

- [All current employees; and](#)
- [The CCC Registry, publications, newspapers, national and regional professional organizations, etc.](#)

[The following will be sent to the College President, CIO, Academic Senate President, and Dean:](#)

- [Selection committee calendar;](#)
- [Selection committee composition;](#)
- [Designated Employment Equity Facilitator based on the district-wide Facilitator rotation order.](#)

~~The Human Resources Department sends the following:~~

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

**B. ANNOUNCEMENT/ADVERTISING**

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

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

**C. SELECTION COMMITTEE COMPOSITION, AND APPOINTMENTS, AND ROLES**

The College President or designee, in consultation with the dean and/or department chair or coordinator, is responsible for recommending appointments to the selection screening committee. The College President consults with the Academic Senate President and the ~~Screening Committee~~ Equity Employment Facilitator regarding the recommended committee composition prior to forwarding the recommendation to the Director of Employment Services for approval. The Director of Employment Services shall review the selection committee composition to ensure diverse representation within the committee and adherence to District policies and agreements where applicable and may modify composition as necessary. The Human Resources Department will verify that committee members have completed diversity training within the last two years and notify the Employment Equity Facilitator of any issues.

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 selection 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 selection~~ committees on an exception basis. The following guidelines should be followed when composing a selection committee: <sup>\*</sup>

<b>Committee Composition</b>	<b>Number</b>
Faculty: <del>from the Division</del> <del>Of the 3-5 faculty members on the committee:-</del> <ul style="list-style-type: none"> <li>• A minimum of 2 faculty members must be from the discipline, when possible;</li> <li>• A minimum of 1 faculty member must be from another discipline.</li> </ul>	3 to 5
Academic Administrator	1
Additional member(s)	1 or more
<del>Screening Committee</del> <u>Employment Equity</u> Facilitator (non-voting)	---

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

- The composition of the selection 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 selection 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, including help facilitate the committee meetings, answer questions, and sign documents.
- ~~The College President identifies a Screening Committee Facilitator to serve on the committee from an HR-approved list of trained Screening Committee Facilitators.~~
- The role of the Employment Equity Facilitator is to ensure the selection process adheres to state and federal

laws and guidelines regarding hiring, equal employment opportunity, and nondiscrimination. The Facilitator will ensure the selection process is administered in accordance with the District's policies and procedures and will ensure that committee tasks are completed in a timely manner. The Facilitator shall report any inappropriate actions and/or violations of hiring guidelines to the Director of Employment Services for immediate action. This may result in intervention and counsel from Human Resources, a change in committee member composition, or the halt/termination of a selection process. The Facilitator shall remain neutral regarding discussions and decisions that fall in the purview of selection committee members.

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

#### **D. ORGANIZATIONAL MEETING**

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

The Human Resources Department provides e-mails the necessary committee forms to the Screening Committee Employment Equity Facilitator with digital access to all materials and forms required to administer an effective selection process. The ~~Screening Committee~~ Employment Equity Facilitator is responsible for providing the committee with all required materials. ~~copying all forms needed for the committee's use.~~

~~The committee will decide whether or not to allow videoconferencing as an interview option.~~

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

- The committee selects a faculty member to co-chair the committee with the academic administrator.
- The Employment Equity Facilitator reviews the Academic Selection Committee Agreement with the committee. 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. Each Committee member must sign the Academic Selection Committee Agreement in order to participate. Included in the agreement is the procedure a committee member must follow should he/she believes any irregularities have occurred during the process.~~
- 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. Videoconferencing must be offered as an oral interview option, with limited exceptions for legal requirements, etc., approved by Human Resources.
- The committee creates and discusses application screening criteria based upon the requirements listed in the job announcement; creates oral interview questions, teaching demonstration exercises, and criteria to aid in the preparation of the Oral Interview Form; discusses the bases of questions in relation to the job announcement; determines the format of the interview process; and discusses final weighting of assessment items for the Oral Interview Record Form.
- The committee establishes the pre-screening committee composition consisting of one co-chair, two faculty members in the discipline (one of whom may be the co-chair), and the Employment Equity Screening Committee Facilitator.
- After the organizational meeting, the Employment Equity 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 to the Human Resources Department.

#### **E. ~~PRIOR TO CLOSE OF APPLICATION FILING~~**

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

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

## FE. AFTER CLOSE OF APPLICATION FILING

### 1. Equivalency Review

Equivalency review will be conducted in accordance with Administrative Procedure 7211.

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

The districtwide equivalency committee reviews the requests for equivalency and submits its recommendations to the Human Resources Department. The Human Resources Department deactivates the applications in the applicant tracking system (ATS) for those not recommended for equivalency unless such applicants are found to meet minimum qualifications as described in section F.3. below.

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

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

### 2. Release of Candidate Information

~~Following the review of the requests for equivalency, the~~ The Human Resources Department ~~sendse-mails~~ ~~various reports~~ the list of VCCCD part-time applicants and applicant gender/ethnicity information to the ~~Employment Equity Screening Committee~~ Facilitator, ~~including current part-time faculty information, candidate contact information, candidate demographic information.~~ The Human Resources Department also forwards the ATS access information for the particular applicant pool to all committee members.

### 3. Prescreening

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

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

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

### 4. Application Screening

Upon completion of the prescreening process, the Human Resources Department forwards the ATS access information to all ~~selection~~ screening committee members. Committee members may review any applicant in the ATS that was determined to be unqualified during the prescreening based on minimum qualifications.

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

- ~~Ratings~~ Academic Application Screening Evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.

- ~~Ratings Academic Application Screening Evaluation forms~~ must document a recommendation for oral interview (5 - Highly Recommend, ~~3~~4 - Recommend, 1 - Do Not Recommend).  
~~Screening Committee members must sign and date the Academic Application Screening Evaluation forms.~~
- Each selection committee member must screens the application materials and submit their results independently ~~and submits their results to the Screening Committee Facilitator.~~

## **FG. APPLICATION SCREENING TALLY MEETING**

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

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

1. The co-chairs and the Employment Equity Screening Committee Facilitator tally the application screening results.
2. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the candidates' identities. "Natural breaks" in the tally total should be the determining factor when possible. Per the Agreement between the District and the AFT, Article 5, Section 5.104(c)(6), a minimum of 25 percent (or no 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 selection screening committee shall be interviewed by the committee.
3. The selection committee determines if additional candidates are to be interviewed in the event interview invitations are declined by the selected candidates. Additional candidates will be considered for interview based on their rank and may only be considered if invitations are declined by the initial invited candidates.
4. The Employment Equity Screening Committee Facilitator notifies the Human Resources Department of the candidates who were selected for an interview. The Human Resources Department notifies e-mails the individuals who were not selected for interview.
5. The Employment Equity Screening Committee Facilitator assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants and sends out invitations to the candidates. ~~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.~~

## **GH. ORAL INTERVIEW**

### **Oral Interview Briefing (thirty minutes before first interview)**

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

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

### **Oral Interview**

At the beginning of the interview, the Employment Equity 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 selection committee members and the fact that the committee will be taking notes, length of the teaching demonstration, and the support role of the Employment Equity Screening Committee Facilitator.

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

The Employment Equity 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 Employment Equity Screening Committee Facilitator facilitates the following discussion process:

1. At the conclusion of each oral interview, each committee member will share a brief summary of each applicant's strengths and limitations. Generally, the discussion will consist of: a) clarification of technical questions asked during the interview; b) the manner in which the candidate responded to questions asked during the interview; c) strengths and weaknesses of each candidate, including professional impact.
2. Among those items that are inappropriate for discussion are the following: a) advocacy or opposition for a particular candidate based on information obtained outside the interview process; b) comments based on rumor or unsubstantiated knowledge of a candidate; c) any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics.
3. ~~The Oral Interview Record Form shall be used for rating candidates during the initial interview.~~ Each committee member rates each candidate (5 - Highly Recommend, ~~3~~4 - Recommend, 1 - Do Not Recommend) during the initial interview.
4. All ratings must be supported by clearly written comments. Overall ratings should be representative of the candidates' performances across all questions and the teaching demonstration.

## Oral Interview Tally

1. The co-chairs and Employment Equity Screening Committee Facilitator tally the oral interview ratings and display the ratings to the entire selection committee with candidates' names redacted for the purpose of determining the natural break in ratings.

After determining the natural break, the candidates' names are displayed to the committee for the purpose of determining who should be forwarded to the College President for final interview; determination shall be based on the candidates' scores rather than the candidates' identities and in consideration of the President's preference. The committee reviews the ratings to consider discrepancies. The discussion shall only focus on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or keep his/her original rating after considering the information discussed. The selection committee as a whole may decide if candidates below the natural break should be forwarded to the College President.

If no candidates are acceptably qualified or fewer than the College President prefers are forwarded, the College President may meet with the selection screening committee to discuss the outcome, and the committee as a whole may choose to forward additional acceptably qualified candidates for consideration. The College President has the option of interviewing the candidates and/or reopening the recruitment.

2. The co-chairs notify the individuals who were not selected for a final interview.
3. The Employment Equity Facilitator sends out invitations to the candidates for the president's interview.

## ~~H.I.~~ PRESIDENT'S INTERVIEW

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

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

1. The President directs the responsible academic administrator (first-line supervisor) to conduct reference checks on the identified individuals in accordance with the VCCCD reference checking procedure.
2. The academic administrator conducts reference checks for the selected candidate(s) and sends them to the President and Director of Employment Services for review.
3. The Employment Equity Facilitator completes the Record of Interview and Candidate Selection Process form indicating which applicants did not meet minimum qualifications, which applicants were not invited to and which applicants attended initial and final oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services or designee notifies the President, Vice President, and Dean, that an official employment offer may be extended.

4. Upon review of the selected candidate's references and any other pertinent material, the Director of Employment Services or designee notifies the President, Vice President, and Dean, that an official employment offer may be extended.~~The College President authorizes the academic administrator to extend an offer of employment.~~
  
5. The Employment Equity Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.~~The Screening Committee Facilitator completes the Record of Interview and Candidate Selection Process form indicating which applicants did not meet minimum qualifications, which applicants were not invited to and which applicants attended initial and final oral interviews, and the candidate(s) selected. The College President signs the form and forwards the original form to the Human Resources Department. The Screening Committee Facilitator forwards all screening files, forms, and related notes and records to the Human Resources Department.~~

See:

[Board Policy 3420 Equal Employment Opportunity](#)  
[Administrative Procedure 3420 Equal Employment Opportunity Plan](#)  
[Board Policy 7100 Commitment to Diversity](#)

Governance Review

2021 09.23 Policy, Planning and Student Success Committee  
2021 09.13 Chancellor's Cabinet  
2021 09.09 District Council on Human Resources  
2021 07.19 Chancellor's Cabinet  
2021 05.13 District Council on Human Resources  
2021 05.06 Ventura College Academic Senate  
2021 04.29 Ventura College Academic Senate  
2021 03.22 Oxnard College Academic Senate  
2021 02.16 Moorpark College Academic Senate  
2020 10.08 District Council on Human Resources