Response Task Force Sub Group  
Standard III – Resources  
Request No. 4 – Interim Management Hiring Policies

1) State the problem or issue.  
  a. Connect to the Standard and/or Recommendation. 
     – No written hiring procedures exist for Interim Management at COS. 
     – The college needs to “expand human resource processes to include hiring procedures for all employees”, per the findings of the Accreditation Team in October 2012, Evaluation Team Report, page 36, Recommendation #6, Standard III.A.1

2) Gather data on the problem/issue.  
   a. What data did you gather? 
      – Visited the website containing COS Board Policies and the COS Human Resources’ website. Determined no written hiring procedures for Interim Management have been created or posted. 
      – Collected and reviewed Management and Interim Management Hiring Policies from Pasadena Area Community College District, Peralta Community College District, Southwestern Community College District, and Foothills-DeAnza Community College District. 
      – Collected and reviewed California Code of Regulations from the California Office of Administrative Law, Title 5, CCR 53021-Recruitment on hiring of Interim Management. 
      – Conferred with the President regarding Interim Management Hiring Policies. 
      – Reviewed the Faculty Hiring Procedures, which were listed on the COS Human Resources’ website.
   b. What did you find through the process of your evaluation? 
      – There are no written hiring procedures for Interim Management. COS Human Resources follows unwritten guidelines that are similar to Faculty Hiring Procedures.

3) Describe the proposed resolution.(4-W’s and How?)  
   a. How does the resolution address the problem/issue? 
      – (How/What?) Interim Management Hiring Policies have been written and need review/approval by COS Board of Trustees. Upon approval, the Policies can be posted to the COS Human Resources’ website and adopted as Board Policy. The new written policies nearly mirror the hiring procedures for faculty. The Faculty Hiring Procedures were the guide used when writing the Interim Management Hiring Policies. 
      – (Why?) Adopting and posting the Interim Management Hiring Policies will provide a clear, written process for hiring Interim Managers and will fulfill Accreditation Recommendation #6 and meets Standard III.A.1. 
      – (When?) Upon review and approval by the COS Board of Trustees, the hiring procedures can be ratified by May 15th, 2013.

4) Describe assessment process.(connected to the standard)  
   a. How will you assess implementation? 
      – An Exit Survey currently exists for job interviewees. After each interview is completed, candidates are given the Exit Survey to complete. The Exit Survey will be revised to include questions that evaluate the hiring process. 
      – Answers from the Exit Surveys will be compiled into an annual Exit Survey Report by Human Resources in December. The information will be given to the Equal Employment Opportunity Advisory Committee (EEOAC). 
      – The EEOAC will assess the Exit Survey Report and provide feedback to improve and modify the hiring policies.
   b. What is your timeline for assessment? 
      – The annual Exit Survey Report will be given to the EEOAC in January, in order to evaluate the effectiveness of the policies and modify them in the future.