

FACULTY HIRING PROCEDURES

College of the Sequoias Community College District

JOINT AGREEMENT

between

The College of the Sequoias Community College District

and

The College of the Sequoias Academic Senate

ADOPTED BY THE

BOARD OF TRUSTEES

on NOVEMBER 13, 2012

The attached document represents the joint agreement reached between the College of the Sequoias Community College District and the College of the Sequoias Academic Senate on faculty hiring procedures. The joint agreement of June 19, 2000 and revised in November 2000 will be replaced by this newly adopted procedure.

(Signature on File)

Stan Carrizosa
Superintendent/President
College of the Sequoias

(Signature on File)

Michele Hester-Reyes
Academic Senate President
College of the Sequoias

November 2012

Date ↑

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INTRODUCTION

Some of the procedures contained in this document, which are intended to facilitate the implementation of Board Policies may occasionally need to be revised. When such a need arises, Human Resource Services and the Academic Senate will meet and confer regarding any proposed changes to the Procedures contained herein. Upon mutual agreement, changes to procedures may be made.

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PREAMBLE

The College of the Sequoias Community College District hiring procedures are designed to insure the hiring of faculty who are:

- An Expert in their subject areas,
- Skilled in teaching and serving the needs of a varied student population,
- Capable of enhancing the College District's overall educational effectiveness, and
- Sensitive to and representative of gender, disability status, age, ethnic and cultural diversity of the College District's population.

These procedures are designed to reflect the following principles:

1. The Governing Board of the College District derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. As a result, the Governing Board and the administrators it appoints have the principal legal and public responsibility for insuring an equitable hiring process.
2. Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.
3. Faculty hiring procedures are based on the joint recognition by all members of the college community district that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by the faculty, the administration and the Board of Trustees participating effectively in all phases of the hiring process.
4. It is assumed that strict confidentiality shall characterize all procedures relative to faculty hiring. Persons who serve on Level One Hiring Committees shall be advised that they are representing the College of the Sequoias Community College District Board of Trustees and are, therefore, agents of the College District and subject to all state and federal law and regulations.

DETERMINATION OF FULL–TIME FACULTY NEEDS

The need for full–time faculty positions shall be determined cooperatively through a planning process that involves the division chairs, the College District’s Budget Committee, Instructional Council and the appropriate administrators. A contract faculty position requires the approval of the College District’s Board of Trustees prior to the commencement of employment.

HIRING COMMITTEE MEMBERSHIP

Once the need for faculty positions has been established, the division chair (or the equivalent) will invite all interested faculty members and the appropriate administrator to discuss formation of a Level One Hiring Committee. The Level One Hiring Committee shall consist of at most eight members to include:

- a. Area administrator
- b. Division chair or his/her designee
- c. Equal Employment Opportunity Officer or his/her designee
- d. Up to five but not less than three additional members of the division or department for which the hiring is taking place; if there are insufficient members of the division or department, said division may designate qualified individuals from outside the division or from outside the College District to ensure diverse perspectives are represented.

If a close relative (as defined by the Education Code) of a committee member applies for the position, that member shall be excused and, if possible, replaced. The Level One Hiring Committee, at its first meeting, shall elect a chairperson from among the faculty members of the committee.

MINIMUM QUALIFICATIONS, JOB ANNOUNCEMENT AND EQUIVALENCY

The hiring committee will determine which discipline list is relevant for defining the minimum qualifications for the position. They shall follow current State mandates in determining the minimum qualifications for the position, and then determine if any additional qualifications are desirable.

The committee will then draft the job announcement in coordination with the Human Resource Services Office for the position which reflects the minimum qualifications for employment. This announcement should invite potential candidates to submit evidence demonstrating that they have met the equivalent of the minimum qualifications for employment. The resulting job announcement will then be reviewed by the area vice president, area administrator, and the Dean of Human Resource Services who also serves as the College District’s Equal Employment Opportunity Officer or his/her designee prior to distribution. If any changes are suggested, such changes will be taken to the Level One Hiring Committee for discussion and approval.

A subcommittee of the Academic Senate will rule on any questions regarding equivalence, following the College District’s equivalence criteria. (See the College District’s policy on equivalence.)

HUMAN RESOURCE SERVICES OFFICE AND EQUAL EMPLOYMENT OPPORTUNITY OFFICER RESPONSIBILITY

The College District's Human Resource Services Office and Equal Employment Opportunity Officer or his/her designee will monitor the entire process as nonvoting members of the committee to insure compliance with all relevant federal and State applicable laws and the College District's regulations. Human Resource Services Office will keep all relevant records for a period of three years for the purpose of verifying the equity of the selection procedures.

EQUAL EMPLOYMENT OPPORTUNITY PLAN

It is the responsibility of the Academic Senate, the Human Resource Services Office, the Equal Employment Opportunity Officer and the administration to jointly design procedures that insure the participants in the selection process are knowledgeable about applicable federal and State law and the equal employment opportunity goals and procedures of the College District. This training is to familiarize the participants with the binding legal constraints the institution works under, as well as suggest a variety of approaches to meeting the requirements of quality hiring and equal employment opportunity.

Since equal employment opportunity works best when it increases the number of qualified applicants to the College District, it is imperative that there be enough time to extend the deadline for each position, if deemed necessary. This underscores the need for early position identification and announcement. It also requires the suggestions of the Equal Employment Opportunity Officer or his/her designee in reviewing the composition and size of the committee (which should include members with diverse perspectives). The Equal Employment Opportunity Officer shall serve as a consultant on College District regulations and federal and state applicable laws and be responsible for the application of equal employment opportunity policies and procedures.

INTERVIEW SELECTION PROCEDURES

APPLICATION REVIEW

The Level One Hiring Committee will meet to develop the rating system it will use to evaluate the applications submitted. The rating criteria will be forwarded to the Equal Employment Opportunity Officer or his/her designee to review for job relatedness.

The Dean of Human Resource Services, who serves as the Equal Employment Opportunity Officer along with the Level One Hiring Committee chair, shall determine the adequacy of the employment pool based on all applications received and will determine whether or not to extend the application deadline.

All applications shall be received and initially screened for minimum qualifications by the College District's Human Resource Services Office. All completed applications shall be categorized as either having clearly met minimum qualifications or as being unclear as to having met minimum qualifications. All complete applications will be made available to the Level One Hiring Committee. Level One Hiring Committees shall make final determination as to whether applicants meet the desired qualifications, including minimum qualifications and, where appropriate equivalency.

Only the members of the Level One Hiring Committee who have participated in the entire paper screening process will rate the applicants and determine the number to be interviewed. The Level One Hiring Committee, in consultation with the Equal Employment Opportunity Officer or his/her designee, will determine the number of applicants to be interviewed. The committee may select candidates to interview or recommend either to extend the deadline for application or not to fill the position at that time.

INTERVIEW CRITERIA

Questions for the interview (along with an appropriate and equitable follow-up question format) and a rating system will be devised by the committee and reviewed by the Equal Employment Opportunity Officer. It is the responsibility the Equal Employment Opportunity Officer or his/her designee to provide the members of the Level One Hiring Committee with adequate guidance and instruction prior to interviews, so that all voting members of the Level One Hiring Committee may knowledgeably rate and rank candidates.

All Level One Hiring Committee members should attend all interviews and be punctual. If a member misses any interviews, s/he shall not participate in the final ranking procedure.

TEACHING DEMONSTRATION

All interview candidates will be required to give a minimum 15-minute teaching (or counseling) demonstration which is appropriate to their discipline. The Level One Hiring Committee will determine the maximum time for this demonstration. All candidates will be informed of the teaching (or counseling) demonstration topic(s) when invited to interview. The Level One Hiring Committee may also choose to require a written assignment to go with the teaching/counseling demonstration.

CANDIDATE TOUR OF CAMPUS

Whenever possible, a department member who is not serving on the Level One Hiring Committee shall take each candidate on a tour of the campus, preferably before the interviews begin.

SELECTION OF FINAL CANDIDATES

POLICY

Hiring new faculty shall represent the culmination of a cooperative process involving decisions made by two separate committees; first, by the Level One Hiring Committee (Division/Department interview screening and interview committee) and secondly, by the Level Two Committee (Superintendent/President's committee). Neither committee is charged with the complete task of hiring new faculty; rather, they perform complementary roles.

Responsibility for screening and selecting a short list of candidates for each position shall reside with the Level One Committee.

The College District's Superintendent/President has the responsibility of conducting final interviews, and forwarding one candidate to the COS Board of Trustees with a recommendation for hiring. The Superintendent/President will make the selection of the final candidate after conferring with the Level Two Committee members who participated in and witnessed the final interview.

PROCEDURES

1. The Level One Hiring Committee shall evaluate the candidates according to previously agreed upon criteria, using scores from interviews and, if necessary, the paper screening score sheets. Level One Committees are encouraged to consider the strengths of the candidates in these areas as possible criteria for evaluation:
 - Teaching/counseling ability and potential
 - Communication skills
 - Subject area knowledge and ability
 - Commitment to professional growth
 - Ability to contribute to the college
 - Sensitivity to and understanding of diverse student populations
 - Ability to contribute to student retention
 - Interest in serving the larger community
2. The Level One Hiring Committee will identify the candidates who most closely meet the needs of the College District. The committee will diligently attempt to select enough candidates for final consideration so that three candidates will be available for the last position filled (e.g., three candidates for one position, four candidates for two positions, and so on). However, if the Level One Committee deems that fewer than three candidates for a position are of clearly superior quality, it may send forward to the Level Two Committee a shortened list of candidates. This list will contain enough names to ensure that two candidates will be available for the last position filled (e.g., two candidates for one position, three candidates for two positions, and so on). If the Level One Committee elects to send a shortened list forward that shortened list must be accompanied by a written explanation of the reason(s) for the shortened list. The Superintendent/President may accept the list, or s/he will notify the Level One Committee of the decision to extend the process.

3. In exceptional cases, despite every effort to recruit a number of qualified applicants, only one candidate might emerge from the screening or initial interview stages who meet the minimum and desired qualifications. In such a case, the Level One Hiring Committee will confer with the Human Resource Services Office to determine whether a list of a single candidate may be submitted for an interview with the Level Two Hiring Committee. Such a list would be accompanied by a written rationale prepared by the Level One Hiring Committee in conjunction with the Human Resource Services Office that would explain the exceptional circumstances regarding the filling of the position. In the event that a single candidate is advanced for an interview with the Level Two Hiring Committee, the Superintendent/President will decide within five (5) working days whether to proceed with an interview or to refer the matter back to the Level One hiring Committee, which must respond within five (5) working days of receipt of the Superintendent/President's communication.
4. The Level One Committee shall not rank the list of candidates that it submits to the Level Two Committee. The assumption shall be that a Level One Committee shall not forward the name of any candidate that it would not want to be hired. However, during discussion by the Level Two Committee, the Chair of the Level One Committee may inform the Superintendent/President and other members of the Level Two committee of the Level One Committee's preference.
5. The appropriate Vice-President or his/her designee or the Human Resource Services Office shall check the references of all final candidates before the Level Two interviews, if possible. All references checked shall be documented using forms provided by Human Resource Services Office.
6. The Level Two Committee shall consist of:
 - a. The Superintendent/President or his/her designee
 - b. The appropriate Vice President or his/her designee
 - c. The area Dean or area administrator
 - d. The chair of the Level One Hiring Committee
 - e. A second faculty member of the Level One Committee
7. The Superintendent/President will be responsible for making certain that Equal Employment Opportunity guidelines are followed.
8. Whenever possible, out-of-state candidates (or candidates who travel more than 350 miles to be interviewed) will receive a subsequent interview with the Level Two Committee during their initial visit to COS. This is intended to eliminate the need for multiple trips to the College District for separate interviews.
9. After conducting interviews of all candidates, the Level Two Committee will discuss the relative merits and qualities of each candidate and make recommendations to the Superintendent/President. Ultimately, the Superintendent/President is charged with the selection of one candidate for recommendation to the COS Board of Trustees which approves the hiring.
10. If, after interviewing the candidates sent forward by the Level One Committee, the Level Two Committee decides that none of the candidates are satisfactory to be hired, the

Superintendent/President or his/her designee will confer with the other members of the Level Two Committee to extend the recruitment period so that additional candidates may be recruited.

11. The Superintendent/President or his/her designee will notify the candidates and the Level One Committee Chair of the Level Two Committee of his/her final decisions.
12. The Superintendent/President or his/her designee will recommend his/her choice of candidate(s) to the COS Board of Trustees for hiring.

ADJUNCT FACULTY PROCEDURES

Adjunct hiring procedures should adhere to the full-time faculty hiring procedures *as far as is practicable*. The Level One Committee chooses the candidate and forwards the name to the appropriate vice president or his/her designee for final approval.

Emergency Hiring of Temporary and Adjunct Faculty Positions

POLICY

In the event that a need for a temporary faculty (a 75 percent or greater teaching/work load) arises with too little time (which shall be defined as a period of 30 working days or less) to conduct a full hiring process, the hiring procedures described below may be employed.

All faculty hired under this emergency clause must still meet minimum qualifications, or must have been granted equivalency prior to the interview stage, and must have submitted a full application with Human Resource Services Office.

All candidates hired under these emergency conditions will only be offered one–semester or one–year temporary contracts. The State Education Code (§ 87481) gives direction on the legal use of temporary full–time faculty. This hiring policy should be used in compliance with the State Education Code.

In the event that a need for an adjunct faculty (74 percent and under) arises with too little time (which shall be defined as a period of 30 working days or less) to conduct a full hiring process, the hiring procedures described below may be employed.

PROCEDURES

1. The Division Chair or his/her designated faculty member within the division, and the appropriate area administrator will confer with Human Resource Services Office to determine if the applicant(s) meet minimum qualifications and will decide whether additional advertising needs to take place.
2. Emergency hiring of both Temporary and Adjunct faculty may be accomplished by an abbreviated version of the full–time hiring policies and procedures. Interviews may be offered only to qualified candidates who have submitted a completed application package to Human Resource Services Office.
3. In the absence of the Division Chair or his/her designee, the appropriate area administrator will have at least one faculty member from the division serve on the interview committee. The adjunct/temporary faculty hired on an emergency basis will be required to go through the full hiring process before the ensuing contract period. If minimum qualifications are not met, the individual may not be interviewed until s/he has been granted equivalency.