

It is the intent of the Board of Trustees that policies and procedures ensure the hiring of college faculty who are expert in their subject areas, skilled in teaching, and serving the needs of a varied student population, willing to foster overall college effectiveness, and sensitive to and representative of the racial and cultural diversity of the campus community.

The board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process. The faculty, represented by the Academic Senate, has an inherent professional responsibility for developing and implementing policies/procedures to ensure the quality of its faculty peers. The faculty's responsibility may include identifying assignments for associate faculty; formulating and reviewing job announcements; identifying additional advertising and recruiting opportunities; screening applications for interview; making finalist recommendations; and being prepared to justify recommendations to the appropriate administrator.

Faculty members and administrators participate in all appropriate phases of the hiring process. All faculty hiring procedures shall be characterized by strict confidentiality.

These hiring procedures are subject to review and revision at the request of the Academic Senate, the administration, or the Board of Trustees. Such revised procedures shall be developed and approved before replacing the previous hiring procedures.

### **Equal Employment Opportunity**

All participants in the hiring process shall receive training in the equal employment opportunity procedures. Human Resources serves as a resource regarding district and state guidelines while monitoring the district's equal employment opportunity procedures. All participants in the hiring process shall follow the district's equal employment opportunity policy.

### **Recruitment**

Departments/disciplines/programs shall identify areas that need associate faculty members. The Human Resources Department will maintain an open pool of applicants for all disciplines for a term of one year. The chair/lead instructor shall notify the Human Resources Department if recruiting advertisements are needed. Advertisements will be placed in a variety of locations and formats in order to generate a broad and diverse applicant pool, which may include social media, professional organizations, online and print publications, or other media specifically targeting Black/African American, Native American, Asian American, Chicana/Latina,

or other marginalized populations, professional organizations, and communities. Advertisements will contain information about the department, information about the college, student demographics, and employee benefits, as appropriate to associate faculty hires. Advertisements will also contain the minimum qualifications and may contain desirable qualifications and supplemental questions or materials requested from potential candidates. The advertisements shall ~~and~~ state the part-time, non-tenured nature of the assignment. Departments are encouraged to engage in active and passive recruitment strategies to generate the most qualified and diverse applicant pool.

## **Applications**

Human Resources staff will screen applications to check for minimum qualifications or refer for possible equivalency. Human Resources collects diversity information (i.e., gender and racial/ethnic demographic information) as applications are submitted into the pool. The Human Resources Department retains the applications for one year. The Human Resources Department shall make a report available on the gender and racial/ethnic diversity of applicant pools and aggregate hire data upon request of the department chair, appropriate administrators, and/or Academic Senate, so long as the information protects the privacy of the applicants and employees in accordance with the district's Equal Employment Opportunity (EEO) Plan.

## **Selection**

The department chair/lead instructor or designee and at least one other faculty member (the second interviewer may also be a dean or classified employee, as determined appropriate by the department chair/lead instructor), will review the applications, select those to be interviewed, and conduct interviews. Interviews may include, but are not limited to, a review of requested materials, question and answer session, written prompts, and/or demonstrations. The interviewers will develop questions for the interview following equal employment opportunity guidelines (available from Human Resources). As much as possible, questions will be asked consistently of all applicants. After interviews are conducted, the interviewers will make discipline hiring recommendation(s) to the department chair and dean. The dean approves the discipline hire. The chair/lead instructor or designee completes the new-instructor notice and sends it to the dean.

All associate faculty hires must meet job requirements and discipline minimum requirements as set forth by and in accordance with Title 5 sections 53022 and 53410. Faculty chairs and deans are encouraged to use the hiring and equivalency process when appropriate, as associate faculty hired for the discipline can be assigned to teach any course, regardless of specialization, within the discipline.