

## Tenure -Track Faculty

It is the responsibility of the Board of Trustees to establish the principal legal and public hiring process. The Board of Trustees has the primary 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 includes identifying positions; following the district's equal employment opportunity policy; formulating and reviewing job announcements; advertising and recruiting for positions; screening applications, interviewing, and selecting recommended finalists; and being prepared to justify recommendations to the superintendent/president.

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.

### A. Equal Employment Opportunity

## B. Position Identification and Prioritization

The need for growth and replacement faculty positions shall be cooperatively determined by the superintendent/president early in the previous fall semester through a well-defined

desired by the department, will be on the committee. Each committee will be comprised of:

- a. Department chair (if any) or discipline lead or member of a work group
- b. At least three other faculty members
- c. First-line administrator
- d. EEO representative (must be from a different department and area dean)

A request may be made for a second administrator, in consultation with the appropriate vice president. When specific expertise is required, a faculty member may be appointed from the subject area at another college or university, or an industry representative or community member may be appointed. A classified staff member may also be requested to serve on the selection committee.

2. Appointment process: All committee members are appointed by the department chair or lead faculty member and first-line administrator of the discipline or subject area, in consultation with the Academic Senate president. The chair of the selection committee will be a faculty member identified by the department in consultation with the dean. Untenured participants, desired by the department, may be appointed in the same manner as other members of the committee. The equal employment opportunity officer shall also review the composition of the committee with the Academic Senate president or their representative.

#### F. Review of Applications

The Human Resources Office screens applications to assess minimum qualifications. The selection committee develops the desired screening criteria and interview questions and activities, and submits them to the equal employment officer for approval. Members of the selection committee then review all qualified applications and select applicants for an interview who best meet the criteria. If the number of applications received is large, a system of rotational reading will be used by the committee for screening in two rounds.

Committee members will abide by provisions in the associate faculty collective bargaining agreement regarding consideration of associate faculty applicants.

When applicants attempt to meet the minimum qualifications through equivalencies, the subject-matter specialist(s) shall evaluate the evidence. See details of the equivalency process in Administrative Procedure 7211.2–Minimum Qualification and Equivalencies.

The Human Resources Office will call those applicants selected for an interview and will notify the candidates not chosen.

G. Interview and Evaluation of Candidates

The selection committee shall evaluate candidates interviewed using a rating system to evaluate responses according to the agreed-upon criteria. This shall include evaluating the candidates' sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the district's students.

Because faculty members must write curricula and evaluations, communicate using email

decisions are made whenever possible during the regular academic year and communicated to the committee members.

I. Offers and Notification to Finalists

The Human Resources Office is authorized to make formal employment offers and discuss compensation, benefits, conditions of employment, etc. The vice president or designee may also call the candidate. As soon as possible, Human Resources will notify all finalists not hired.