

# **FACULTY**

## **Appendix A**

### **Policy for Hiring Full-Time and Part-Time Faculty**

## **POLICY FOR HIRING FULL-TIME FACULTY**

### **Box 1 - Examination of Program Review Data and Identification of Hiring Needs**

**Each Fall**, programs/departments shall examine their most recent annual program review data to ensure that it is as up-to-date as possible.

**By November 1**, faculty, seeking the Golden Handshake or Emeritus Faculty employee status, will notify the District's Human Resources Office and the College President of their intent to retire.

**By November 15**, programs/departments shall calculate their hiring needs based on the number of retirees and the current program review data. The programs/departments/sub-areas shall then submit their hiring needs to the dean.

### **Box 2 - College Prioritizing of Hiring Needs**

**By October 1**, the District will provide the college presidents with current year budget, full-time obligation, full-time/part-time staffing ratios, and 50% law status information.

**By October 15**, the Prioritizing Committee consisting of the faculty Senate President (or designee), the United Faculty Vice President, and two managers (appointed by the College President) shall examine the hiring needs of each program/department in light of the program review data and develop an initial college priority list and attempt to estimate the number of new hires and replacements.

**By November 1**, the College President will reach joint agreement with the Prioritizing Committee on the list.

**By November 10**, the College President shall determine the number of new and replacement full-time faculty to be allocated for the next fall based upon budgets, growth projections, full-time/part-time staffing ratios and other factors.

### **Box 2a – Full Time Faculty Hiring Discussions**

Annually (ideally by November 15), a faculty staffing discussion convened by the chancellor and the Faculty Senate Coordinating Council (FSCC) president will occur among the Chancellor, the College Presidents, the College Vice Presidents, the District Chief Human Resources Officer, the District Chief Administrative Officer, the District Chief Planning Officer, the Faculty Senate Presidents and the United Faculty President. This group will review the District's full-time obligation, full-time/part-time staffing ratios, and 50% law status.

This group will discuss whether adjustments need to be made to meet District obligations. If involuntary transfer of faculty from one college to another needs to be discussed, the United Faculty President shall not participate in this discussion.

### **Box 3 - Job Announcement and Recruitment Plan Workshop**

This workshop will be held during August and January flex days and as needed. This workshop will be developed and presented jointly by the following: One United Faculty representative, one Senate representative, one District Office Human Resources manager, and the college EEO Officer (or designee). Division Deans, department/ chairs, Program Directors, faculty and any other participants involved in writing job announcements will be required to attend once every three years. The workshop will cover recognizing the value of diversity, establishing local qualifications and desirable qualifications, understanding and drafting possible equivalences, developing supplemental questions, and focused recruitment strategies to increase faculty diversity.

#### **Box 4 - Publicizing Anticipated Job Openings**

By January 15, the District, colleges, and departments/sub-areas will begin to publicize anticipated job openings for full-time faculty. Possible openings may be publicized earlier following consultation with the Chief Human Resources Officer.

#### **Box 5 – EEO TBD**

#### **Box 6 – Job Announcement/Recruitment Plan/Timelines**

Job announcements and recruitment plans should be written and approved by appropriate college groups by February 15 at the latest. Faculty are encouraged to complete the process as soon as possible and to be ready to publicize when the final college hiring list is determined. A sub-group of faculty, the appropriate manager, and other participants within a program/department, who have attended the Job Announcement/Recruitment Plan Workshop, draft the job announcement, including local qualifications, desirable qualifications, general description of equivalencies and supplemental questions. This committee, which is chaired by a faculty member, also establishes hiring time lines and designs the recruitment plan.

#### **Box 7 - Job Announcement and Recruitment Plan Review**

Drafts of the job announcement and recruitment plan shall be circulated and approved by the appropriate college groups. The college groups include program members, division deans, department faculty, appropriate deans, College President, EEO Officer. Once the job announcement and recruitment plan are sent out for approval, the originating committee must receive all comments within 7 working days. If there is any disagreement, the group in disagreement shall meet with the originating committee within five working days after the disagreement is communicated.

#### **Box 8 - Selection of Screening and Interviewing Committees**

During the time that the job announcement and recruitment plan are being reviewed, program/department shall form paper screening and interviewing committees in accordance with the United Faculty-Contra Costa Community College District Agreement, Article 6.1.4C. The paper screening committee shall have at least two members. Whenever possible, both committees shall reflect diversity. Departments are encouraged to seek committee members from outside their areas to achieve diversity.

#### **Box 9 - Review by the District's Human Resources Office**

If there is college-wide agreement on the job announcement and recruitment plan, the College President/Deans forward these documents for review by the District Human Resources Office. Within five (5) working days. The Human Resources Office shall notify the College Presidents/Deans if there is agreement on the job announcement and recruitment plan. In case of disagreement about the job announcement or recruitment plan, college or District management will contact the faculty chair of the committee that wrote the job announcement or recruitment plan to arrange consultation with the committee. No response by college or District management with 5 working days indicates agreement.



**Box 10 - Printing and Distribution of the Job Announcement/Implementation of this Recruitment Plan**

The job announcement is printed and distributed immediately by the District Human Resources Office with copies to the colleges to use for recruitment purposes. District, college, and department implement the recruitment plan.

**Box 11 - Hiring Workshop**

All management and faculty and other participants involved in the hiring process (screening and interviewing) are required to attend a hiring workshop every two years.<sup>1</sup> The workshop will be offered during the fall and spring flex and as needed. The workshop will be developed by the Chief Human Resources Officer (or designee), College EEO Officer (or designee), and at least one faculty member from the job announcement/recruitment planning team. The workshop will cover Title 5 regulations relating to diversity,<sup>2</sup> paper screening and interview process, banding as well as implementing the equivalency process.

**Box 12 – EEO TBD**

**Box 13 - Screening Committee**

Paper screening will occur, utilizing the equivalency process as necessary. Faculty members involved in any faculty hiring between graduation and the first day of (optional) August flex shall be paid at the AB 1725 rate.

Names and files of candidates who meet minimum qualifications but are not forwarded for interview shall be sent to the appropriate department to be added to the qualified part-time applicant pool.

**Box 14 – EEO TBD**

**Box 15 - Interview Committee**

This committee interviews and selects at least 2, preferably 3-5, finalists to be sent to the President. Faculty members involved in any faculty hiring between graduation and the first day of (optional) August flex shall be paid at the AB 1725 rate.

The names and files of those individuals who are not sent forward to be interviewed by the President shall be sent to the appropriate department to be added to the qualified part-time applicant pool.

**Box 16 – EEO TBD**

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<sup>1</sup> Participants who serve on the screening and interviewing committees other than faculty and the one manager permitted to serve as stipulated in Article 6.4.3.2 and 6.4.3.3 in the UF-CCCCD Agreement must receive a variance from the Untied Faculty and the District to serve on these committees.

<sup>2</sup> For a description of banding, see Contra Costa Community College District, "Description of Selection Process, Open Recruitment," Section J5, Uniform Employment Selection Guide.

**Box 17 - President's Interview**

President interviews those forwarded.

**Box 18 - College Hiring Decision**

The College President and Interview Committee confer and reach tentative agreement on the new hire based on the procedure outlined in Article 6.4.3.3.2.5 of the United Faculty-Contra Costa Community College District Agreement. At this point, a manager designated by the President checks references on the tentative selection(s). If the faculty interview committee so desires, one faculty member will join the manager in checking references. The President recommends the candidate(s) according to the Contra Costa Community College District/United Faculty of the Contra Costa Community College District Agreement.

**Box 19 - Chancellor Hiring Decision**

The President's recommendation is forwarded to the Chancellor who may, in turn, sustain or not accept the recommendation. If the Chancellor does not accept the recommendation, it is sent back to the College President who in consultation with the interviewing committee can decide to bank or reopen the position or send forward another candidate to the Chancellor.

**Box 20 - Employment by the Governing Board**

The Governing Board's action employing full-time faculty shall include the criteria used to determine that the person(s) to be employed meet minimum qualifications established by the California community College Board of Governors or its equivalent have been met (Education Code 87359a)

Prior to the first day of employment the personnel specialist and the appropriate Dean at the college must verify the minimum qualifications of the newly-hired faculty member.

**Box 21 – Faculty Service Area (FSA) Assignment Upon Hire**

Newly-hired faculty shall be assigned to FSA(s) by College Review teams prior to the first day of employment. Approved FSA assignments shall be forwarded to the Chancellor and submitted to the Governing Board for approval.

## **POLICY FOR HIRING PART-TIME FACULTY**

This process seeks to ensure a highly qualified, diverse group of part-timers and an ongoing, viable pool of part-time faculty. Refer to Boxes 1, 2 and 2a of the Policy for Hiring Full-time Faculty prior to implementing this process.

### **Box 1 - Prioritizing Allocation of C-Contract-Hourly Instruction at Colleges**

Each College President (or designee) and Faculty Senate President (or designee) will ensure equal faculty/management participation (including representatives from the United Faculty and Faculty Senate) in prioritizing and reaching agreement on hourly instructional (C-Contract) needs in programs/departments/sub-areas.

This process will occur by the end of January (for the following academic year's allocations) and then again by the end of September (if the previously agreed to allocations are to be significantly changed).

### **Box 2 – EEO TBD**

### **Box 3 - Job Announcement, Recruitment and Hiring Workshop**

Held twice a year during flex, and led by the same team which is involved in holding these workshops for full-time hiring, this workshop will be for everyone who is involved in part-time hiring. It will cover subjects similar to those covered in the full-time hiring workshops: writing job announcements and recruitment plans, recognizing the value of diversity, establishing local qualifications and desirable qualifications, understanding and drafting possible equivalencies, developing supplemental questions, focused recruitment strategies to increase faculty diversity, paper screening and interview process, and implementing the equivalency process (Boxes 3 and 10 under Full-time Hiring). This workshop must be taken every three years.

### **Box 4 - Anticipated Job Openings**

In order to establish a qualified diverse pool, the District Human Resources Office and/or colleges send out announcements of anticipated job openings twice a year. This involves a generic announcement for the District and/or Colleges which includes minimum qualifications and solicits resumes.

#### **4a. Optional Supplementals or Applications**

Upon receiving resumes, Division Deans, in consultation with program/department faculty involved in part-time hiring, may elect to send out supplementals or applications in order to solicit more information and ensure that a diverse pool is being established. If desirable qualifications are not evident on resumes, supplementals may be used to match individuals with specific needs.

### **Box 5 - Screening Process**

Two or more faculty members from programs/departments/sub-areas, plus one manager if possible, who have attended the workshops in Box 4 participate in the screening of potential part-time faculty. The committee shall be formed in accordance with the United Faculty-Contra Costa Community College District Agreement, Article 6.4.3. (If a program/department has fewer than



two faculty members, refer to Article 6.4.3.3 of the UF/CCCCD District Agreement for the process by which faculty members are selected.) Whenever possible the committee shall reflect diversity. Names of candidates who have been determined to meet minimum qualifications shall be added to the qualified part-time applicant pool. The screening committee shall further screen the qualified part-time applicant pool to select applicants for interview(s). Supplementals may be used to facilitate screening. Equivalency review also occurs during the screening. Any faculty hiring that must take place between graduation and the first day of (optional) August flex shall be paid at the AB 1725 rate.

#### **Box 6 - Interviewing Process**

Faculty members and manager from the committee in Box 6 interview potential candidates. The Division Dean may make reference checks. If the committee so wishes, it may further screen the qualified part-time applicant pool to select applicants for interview(s). The names and files of those candidates not selected for hire shall be added to the qualified part-time applicant pool.

#### **Box 7 - Consultation and Recommendation**

The Division Dean facilitates and recommends the hiring of part-time faculty by ensuring that their paper work is in order and that they are oriented to the college. If the Dean has any question about the qualifications of the new hires, the Dean shall confer with the committee described in Box 6.

#### **Box 8 - Employment by the Governing Board**

The Governing Board's action employing temporary, part-time faculty shall include the criteria used to determine that the minimum qualifications established by the California Community College Board of Governors or its equivalent have been met (Education Code 87359a).

## EMERGENCY HIRING FOR PART-TIME INSTRUCTORS

The emergency procedure is to be used in the following cases: (1) an instructor becomes unavailable to teach at the last moment; or (2) additional sections are needed due to unusually large enrollment.

Furthermore, the college may hire under this procedure, provided that:

1. Prior to the hiring, appropriate academic manager and or the department/sub-area chair (if available) and the Faculty Senate President (or designee) determine that the situation is an emergency.
2. The hiring committee consists of at least one faculty member from the same or closely related discipline and either the Division Dean or department chair. (If there is no tenured faculty member in the discipline available to serve on the Committee a tenured faculty member from another discipline will be added or the United Faculty may be asked for a variance for a non-tenured faculty member to serve.) At least one person serving on the committee needs to have attended a workshop on hiring procedure (Box 10 under Full-time Hiring or Box 4 under part-time hiring) and therefore be well versed in the process of reviewing and granting equivalencies. The Division Dean or department chair is responsible for convening the hiring committee. A program director if she/he so desires, shall be on the committee if the vacancy is in her/his program.
3. The committee reviews the qualified part-time applicant pool to select candidate for interview. If the applicant pool is exhausted, the committee may accept recommendations of applicants from other sources; i.e., other instructors, off-campus organizations. All applicants shall meet minimum qualifications or the equivalent.
4. The committee interviews prospective applicant(s) and forwards its choice(s) to the Division Dean (see Box 7 under Part-time Hiring).
5. Any one hired under the emergency procedure will be notified that she/he is to be employed for one semester only. Employment beyond one semester will require that the candidate(s) not from the qualified part-time applicant pool be paper screened and interviewed through the regular hiring procedure for part-time faculty. (Boxes 6 and 7). Those selected from the applicant pool shall be interviewed according to the regular hiring procedure for part-time faculty (Box 7).



**EXCERPTS REGARDING HIRING FROM THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT –  
UNITED FACULTY AGREEMENT**

6.4.3 Hiring

6.4.3.1 The paper screening committee for faculty shall be selected according to department regulations and shall consist of no less than two (2) regular faculty members, or, if necessary, one regular and one contract III faculty member. One hourly rate (part-time) instructor shall be guaranteed a screening interview for a full-time faculty position for which he/she meets the minimum qualifications. The applicant to be interviewed shall be determined through the established paper screening process.

6.4.3.2 Faculty shall participate in the screening of applications and in the screening interview of such classified employees as serve in a direct relationship to the instruction or student service program or fall under a department where such screening is not in conflict with contract provisions of the classified units.

6.4.3.3 An interviewing team shall be selected according to department regulations and shall consist of no less than two (2) and no more than five (5) regular faculty members and a voting manager proposed from a panel of two to three academic administrators from that college. The panel shall be chosen and submitted by the department and agreed to by the College President. If a department is three or less full-time tenured faculty, the faculty in the division shall select the panel of administrators assigned to the department in which the new hired will be working shall be included on any interviewing team as a voting member. The same team shall interview all of the candidates who are invited to come to the college.

6.4.3.3.1 Where a department has one (1) position authorized to it, the interviewing committee used in filling such position shall be chosen by the Faculty Senate President in consultation with the Department Chairperson and Dean. Such committee shall consist of no less than two (2) and no more than five (5) regular faculty members plus the department chairperson who serves as a voting member.

6.4.3.3.2 Where a department has two (2) positions authorized to it and one (1) of those positions is to be filled, the interviewing committee used in filling it shall be jointly chosen by the remaining faculty member and the Faculty Senate President in consultation with the Department Chairperson and Dean. The committee shall consist of no less than two (2) and no more than five (5) regular faculty members plus the department chairperson who serves as a voting member.

1. Each department shall develop instruments for the rating of the candidates. Such instruments shall be the property of the District.
2. Such instruments and/or questions shall be reviewed and approved by the District. If the District does not approve the department's rating instruments, the District shall consult with the department to resolve the differences. Personal notes and/or information placed on the official rating sheets shall remain the property of the District.
3. Any and all personal notes and/or information developed by individual team members shall remain the property of the team member.

4. The interviewing team shall recommend at least two (2), preferably three to five (3-5), of the best qualified applicants without indicating any preferences for consideration by management. After management interviews the referred applicants, management shall meet with the interviewing faculty team to discuss the ranking of the candidates and the President's proposed recommendation to the Chancellor and Governing Board.
  5. Management shall make the final selection based upon the recommendations of the interviewing team, and its own evaluation. If the College President and the interview team do not reach agreement regarding the candidate interviewed under the procedure, both recommendations shall be forwarded to the Chancellor for a final recommendation to the Governing Board.
  6. With the concurrence of the appropriate department these hiring procedures may be waived for part-time, temporary faculty employees.
  7. Faculty may be invited to participate in the selection of management personnel at the discretion of the Chancellor or designee.
- 6.4.4 Staffing: Faculty in departments can make recommendations through the Department Chairperson on such matters as staffing needs, enrollment trends, use of part-time staff, and diversity programs.
- 6.4.5 Curriculum: Following department procedures, faculty can make recommendations for new courses or curriculum changes to the appropriate committee dealing with curriculum and instruction as constituted at the local campus.
- 6.4.6 Facilities: Faculty in departments can make recommendations for the use of facilities.
- 6.4.7 Staff Development: All faculty and staff development monies shall be distributed to the colleges on a basis proportional to the number of faculty FTE at each college. The college monies shall then be allocated at the college by mutual agreement between the college staff development committee and the management designee. Faculty in departments may formulate in-service training recommendations. In-service training programs for the improvement of instruction in departments shall not be undertaken without the consideration and approval of the affected group.
- 6.5 Notwithstanding any of the above, District management has final responsibility and authority for all District operations.
- 6.6 When management does not accept a written recommendation of the department, the appropriate chairperson shall be notified in writing of the action and the reason(s) therefore.

Historical Annotation: 12/19/90; 6/26/91; 1/26/94; 7/27/94