

## CONTENTS

I.	THE SELECTION SYSTEM: AN OVERVIEW OF THE EMPLOYEE HIRING PROCESS .....	1
	A. The Applicant Pool	
	B. Preliminary Evaluation	
	C. Screening Interview	
	D. Additional Selection Procedures	
	E. Hiring Interview	
	F. The Final Phase	
II.	OUTLINE OF SELECTION PROCESS .....	2
III.	DESCRIPTION OF SELECTION PROCESS OPEN RECRUITMENT .....	3
	A. Authorization to Fill a Position	
	B. Job Evaluation	
	C. Review of the Job Description	
	D. Develop Selection Procedures and Job Announcement	
	E. Develop Supplemental Job Information Questionnaire	
	F. Submit to President or Vice Chancellor for Approval	
	G. Advertising the Position	
	H. Evaluation of Applications and Supplemental Questionnaire	
	I. Administration of Written Tests or Job Performance Tests	
	J. Administration of Screening and Hiring Interviews	
	K. Administer Final (Hiring) Interview	
	L. Check References	
	M. Final Hiring Decision	
	N. Communication with Applicants	
	O. Confidentiality	
	P. Documentation	
	Q. Carryover of Top Applicants	

## APPENDIX: EMPLOYEE GROUP RECRUITMENT REFERENCES

### FACULTY

Appendix A: Policy for Hiring Full-Time and Part-Time Faculty .....Appendix A-1

    Policy for Hiring Full-time Faculty

    Policy for Hiring Part-time Faculty

    Emergency Hiring for Part-time Instructors

    Excerpts regarding Hiring, CCCC-UF Agreement

Appendix B: Equivalency Policy and Process for Faculty Applicants .....Appendix B-1

    Philosophy

    Criteria

    Requirements for Disciplines Requiring the Master's

    Requirements for Disciplines Not Requiring the Master's

    Evidence

    Selection Procedures

    Education Code Reference

### CONTRACT ADMINISTRATORS

Appendix C: See Board Policy 2057, HR1010.06, Hiring of Contract Administrators

### CLASSIFIED STAFF

Appendix D: See Public Employees Union Local 1 Collective Bargaining Agreement

### MANAGERS, SUPERVISORS, AND CONFIDENTIAL STAFF

Appendix E. See Management, Supervisory, and Confidential Employees Personnel Manual

## HISTORICAL ANNOTATION

## **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.