

First Draft Proposal

Faculty Participation in Management Hiring Ad-Hoc Committee

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Charges

The Faculty Participation in Management Hiring Ad-Hoc Committee, has been charged with creating the language for a policy to recommend to the United Faculty, concerning faculty involvement in management hiring, as laid out in the discussion leading up to and the motion creating the Committee (see below).

In order to complete this charge and building off of the samples presented in the academic senate, the committee will research policies at other colleges to fund the language for our own policy institutionalizing faculty participate in management hiring.

Academic Senate Agenda Sep 24, 2018

(<https://www.losmedanos.edu/intra-out/as/Agenda092418.doc>)

Faculty Participation in Management Hiring: Creation of Ad-Hoc Committee (J. Bearden):

- J. Bearden explained the process of faculty involvement for management hiring and S. Henderson & A. Porter’s agreement on July 2017.
- Presented samples of faculty involvement for management hiring from other colleges across the state.
- Proposed to create an Ad-Hoc Committee to do research, outreach to other districts, make recommendations and partner with UF.
- Ad-Hoc Committee; small non-brown act group and membership from Academic Senate only.
- Motion to create Faculty Participation in Management Hiring Ad-Hoc Committee – Approved (M/S; J. Von Bergen/L. Giambattista)
- 15 Votes, 0 Opposed and 0 Abstained
- E. Haven and M. Capes will serve together on this committee.

Guiding Language

At the broadest level, the state provides the following language regarding the hiring process (see From AB 1725).

In the language of AB 1725, it is clear that if the work of faculty are going to be affected by the hired manager, the faculty, as a body, have a right to representation in that process.

It is the intent of this committee to prove that representation in language of the recommended policy to United Faculty.

From AB 1725

(u) The state should provide the community colleges with enough resources and a sufficiently stable funding environment to enable them to predict their staffing needs and to establish highly effective hiring processes. While the precise nature of the hiring process for administrators should be subject to local definition and control, each community college should, in a way that is appropriate to its circumstances, establish a hiring process which ensures that:

Representatives of the faculty and other employees whose circumstances at work will be directly affected by the employment of the administrator participate effectively in all appropriate phases of the process.

Recommended Policy For UF Consideration

Suggested statement for faculty selection on hiring committees:

- 1) Management determines number of faculty needed for the paper screening and screening interview. At least one for paper screening and one for the screening interview. It is expected for instructional deans there would be a minimum of 4 faculty involved in that hire.**
- 2) Academic Senate president issues a call out to faculty asking for interested parties to submit a statement of interest for either paper screening and/or screening interview.**
- 3) Faculty who have submitted statement of interest are invited to speak at senate meeting.**
- 4) Senators review the statements made in writing and oral if given.**
- 5) Senators vote to select faculty to the paper interview and the screening interview.**
- 6) Selected faculty will be equal voting member in the committee, but will not chair the committee.**

Optional: In the case of emergency hires, management must work in consultation with the Academic Senate Council to make selections.

The Faculty Participation in Management Hiring Ad-Hoc Committee, suggests the previous

language as the recommended policy to the UF, for the following reasons:

- The overwhelming majority of California community college surveyed, had the same general practices as those laid out in our recommended language (See appendix).
- 16 college and 2 Districts (8 colleges) were included in the survey, provided an appropriate sample for the scope of our project. These colleges make up 20% of all California community colleges.
- This language provides the language necessary for the representation outline in AB 1725, but does not outstrip these rights or those of the administration.

Recommended Action For Academic Senate

1. Motion to recommend the “Recommended Policy For UF Consideration” to the United Faculty, by way of our local representation, and
2. Request that United Faculty report back (in a timely manner) about the progress of implementing the policy, and
3. Dissolve Faculty Participation in Management Hiring Ad-Hoc Committee.

Appendix: Language from California Community Colleges.

Foothill-DeAnza

Currently at FHDA, the Academic Senate is responsible for approving faculty members of administrator hiring committees. Typically, there are 2-3 faculty members on committees for instructional and student services administrator positions. The administrator hiring committees are chaired by an administrator.

West Valley College does exactly the same thing as Foothill-DeAnza. Part time faculty can serve on these committees but are not compensated, unfortunately.

At **Santa Rosa**, the Senate appoints usually two, sometimes one (depending on the management position) faculty members who are equal members of the hiring committee along with whatever management types are on it. The senate has absolute authority of appointment for these hiring committees. Generally the faculty members do not chair the hiring committee, but sometimes

there is a faculty co-chair.

At **Glendale**, we have the same arrangement that Eric has just described at Santa Rosa. Additionally, an adjunct faculty member may be appointed. For example, we have an instructor in Business and Employment who teaches part-time (as she works in HR elsewhere for her real money...) She's serving on our hiring committee for the next VP of Human Resources; this is her area of expertise and the Admin feel lucky to have her insight.

At **Woodland Community College**, the Senate appoints 3 or 4 depending on the position. Faculty members are not chairs, but have the same voting power as administrators on the committee.

Academic Senate appoints at least three faculty to all administrative hiring committees. Faculty never chair these committees, but they have equal voices with other members and participate fully. A member of Senate Exec or a designee generally sits in on the second interview (with the President and the committee chair).

At **Hartnell** the senate does select faculty but they are never chair and that person can be replaced by the HR department

At **College of Marin** all hiring committee appointments of faculty are made by the senate president for all hires. As for your second question, all committee members are of equal status and any one of them can serve as committee chair, if the committee has a chair.

At **Cerritos** we have a couple of different processes. We have drafted hiring procedures for Managers and VPs. All of them require faculty participation, but the number of faculty depend on the management position. Faculty act as full members of the hiring committee. On management they may also act as process monitors.

Classified Management- One faculty (we are revising this one right now to state full time appointed by faculty senate)

Academic Management- Four (4) full-time faculty representatives recommended by the appropriate division/area faculty and appointed by the Faculty 37 Senate.

Vice President Business Services/HR-Two full time faculty appointed by faculty senate

Vice President Student Services/Academic Affairs- Four full time faculty appointed by faculty senate

At **Allan Hancock** Academic Senate appoints at least three faculty to all administrative hiring committees. Faculty never chair these committees, but they have equal voices with other members and participate fully. A member of Senate Exec or a designee generally sits in on the second interview (with the President and the committee chair).

MiraCosta

The members of academic administrator hiring committees and the chairs of those committees

shall be appointed by the Superintendent/President or his/her designee and may include representatives from the faculty, academic administrators, classified administrators, classified staff and students. An equal employment opportunity representative will serve as a voting member of the committee and shall be appointed by the EEO officer or his/her designee. The managers making the final hiring decision and a Governing Board member may serve as nonvoting member(s).

Santa Barbara

The composition of the selection committee includes three faculty members appointed by the Academic Senate, one student appointed by the Student Senate, two classified staff employees appointed by the California School Employees Association, local Chapter 289, and two administrators in similar roles appointed by the Superintendent/President. The individuals invited to participate have area expertise related to the area of responsibility of the new administrator.

Southwestern

Educational administrators require a hiring committee made up of two administrators, two faculty members, a classified confidential employee, and a student body member. The hiring committee for a classified administrator is made up of two administrators and one classified bargaining unit employee.

The Vice President of Employee Services is responsible for overseeing the overall screening and selection process, including preparation of job related questions and other screening tools.

Peralta (Laney College, Merritt Community College Campus, Berkeley City College, College of Alameda)

Faculty – Generally, faculty do not serve on committees for classified positions. However, we do allow for one or two faculty members to sit on committees for positions that are directly involved in instructional support, such as Science Laboratory Technicians and Instructional Assistants. Appointment of faculty to classified hiring committees is made by the College Academic Senate President.

Los Rios (American River, Sacramento City, Folsom Lake, Consumes River)

For Composition of the Interview Committee:

2.4.4 For educational management positions, faculty members selected by the Academic Senate President:

2.4.4.1 When hiring at the dean level, a total of three or four faculty members shall be appointed by the Academic Senate President, depending on the number of administrative members of the committee.

2.4.4.2 When hiring other educational managers, three faculty members shall be appointed.

Butte-Glenn

3. The Superintendent/President will request the Academic Senate, the Classified Senate, the Management Association, and the Associated Students to submit at least three names of individuals who would be willing to serve on a screening and/or interviewing committee

4. In order to provide balance of experience, expertise and diversity, the Superintendent/President will appoint one representative from the names submitted by each constituent group to the Screening and/or Interviewing Committee. The Superintendent/President will appoint one additional manager and a chair of the committee. If the vacancy is for an instructional dean, the Academic Senate will appoint one additional faculty member. An Affirmative Action representative will be the only non-voting member

Santa Barbara City College AP 1720 Recruitment and Selection:

http://www.sbccc.edu/boardoftrustees/files/policies/chapter_7_ap/AP%207120%20Recruitment%20and%20Selection.pdf

Composition of Selection Committee The committee shall include at least the following: 1) A chairperson selected by the Superintendent/President or designee. 2) An educational administrator in a similar role selected by the Superintendent/President or designee. 3) A management team member selected by Advancing Leadership Association (ALA). 4) Three faculty members selected by the Academic Senate. 5) Two classified bargaining unit members selected by the California School Employees Association (CSEA). 6) A student representative selected by the Associated Student Government

From De Anza:

<https://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U32MM02DED2>
Search Committee

Membership

Search Committees for administrative positions will be established and convened by the appropriate College or District administrator or his/her designee. Administrative positions that have broad impact on faculty, the instructional program and student learning shall have appropriate representation of the faculty (which may include full-time, part-time, tenured, or probationary faculty) most likely to be affected by the administrator. Classified staff, administrators and students, when appropriate, shall also serve on the Committee.

The administrator shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate. The administrator shall also notify the Classified Senates of classified staff serving on administrative search committees.

From college of Marin:

<http://policies.marin.edu/sites/policies/files/AP7120-EmploymentRecruitment.pdf>

Recruitment Methods for Management and Classified Positions A. Position Authorization Recommendations for the creation and/or filling of positions shall be made in accordance with District governance or administrative processes. Approval for the filling of an authorized position that is vacant will be made by the Superintendent/President. B. Search/Screening Committee Structure 1. The Superintendent/President or designee may appoint the manager(s) for the committee and committee members. Classified employees will be appointed by the official classified staff appointing body. Academic employees will be appointed by the Academic Senate. 2. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, and the search/screening process. 3. The committee will have District-wide representation for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President or designee (See Human Resources Screening Committee Composition Guidelines).