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# FULL-TIME FACULTY HIRING PROCEDURES

## CONTENTS

|                                                      |   |
|------------------------------------------------------|---|
| Purpose and principles .....                         | 2 |
| Shared Governance .....                              | 2 |
| Equity, Equal Opportunity, and Confidentiality ..... | 2 |
| Position Identification and Authorization.....       | 3 |
| Prioritization Process .....                         | 3 |
| Emergency Hires .....                                | 3 |
| Authorization.....                                   | 3 |
| Search Process .....                                 | 3 |
| Timeline .....                                       | 3 |
| Search Committee .....                               | 3 |
| Committee Formation.....                             | 3 |
| Committee Membership .....                           | 3 |
| Committee Training .....                             | 4 |
| Committee Chair .....                                | 4 |
| Fair Employment Representative .....                 | 4 |
| Asynchronous Vs. Synchronous Committee Work .....    | 4 |
| Job Description Development and Approval .....       | 4 |
| Advertising and Recruitment.....                     | 5 |
| Application Screening.....                           | 5 |
| Selection and Recommendation .....                   | 6 |
| Interview Development .....                          | 6 |
| Candidate Evaluation.....                            | 6 |
| Teaching Demonstrations .....                        | 7 |
| Interview Deliberations .....                        | 7 |
| Selection of Finalists.....                          | 7 |
| Superintendent Review and Recommendation .....       | 7 |
| Dispute Resolution .....                             | 8 |
| Review and Revision .....                            | 8 |

## PURPOSE AND PRINCIPLES

### SHARED GOVERNANCE

Victor Valley College full time faculty hiring procedures, as outlined in this document, are rooted in the need to provide college faculties of highly qualified people who are experts in their subject areas, who are skilled in teaching and serving the needs of varied student populations, who can foster overall college effectiveness, and who are sensitive to the diversity of the students and communities served by the Victor Valley College District.

The governing board of Victor Valley Community College District (The District), represented by the Superintendent/President (BP 2430), has the principal legal and public responsibility for ensuring an effective hiring process. Victor Valley College (VVC) faculty, represented by the Victor Valley College (VVC) Academic Senate, has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process to ensure the quality of its faculty peers. Therefore, the hiring procedures outlined in this document are intended to create a collegially collaborative process that leverages both District and Faculty expertise to ensure the selection of highly qualified faculty who best meet the educational needs of the College and its students.

The hiring procedures Guidelines should be consistent with the process set forth in AP7120. For nonstandard years, an agreement between the Academic Senate and the Vice President of Instruction should be established.

### EQUITY, EQUAL OPPORTUNITY, AND CONFIDENTIALITY

All parties involved in faculty hiring shall maintain strict confidentiality throughout all phases of the hiring process. Information obtained through participation in the hiring process shall be used only for purposes directly related to the evaluation and selection of candidates.

All participants in the hiring process will receive appropriate training in Equal Employment Opportunity (EEO) and related hiring procedures. Faculty hiring shall be conducted in accordance with applicable federal and state law, California Education Code, Title 5 regulations, Board Policies, and Administrative Procedures governing Equal Employment Opportunity and employment practices.

District practices will be regularly reviewed to ensure equity, access, inclusion, and equal employment opportunity throughout the hiring process and to support the selection of the most qualified candidate from the broadest and most diverse applicant pool possible.

Selection committees shall evaluate candidates based on job-related qualifications, demonstrated competencies, and the requirements of the position. Consideration of applicants shall be free from unlawful discrimination, and committee members shall not consider characteristics protected by law except as permitted by applicable Equal Employment Opportunity regulations and district policy.

Questions asked of applicants shall be limited to those relating to specific job qualifications, professional experience, demonstrated competencies, and performance requirements appropriate to the position.

Fair Employment Representatives (FERs), or their successors under district policy, shall serve as consultants regarding applicable district, state, and federal Equal Employment Opportunity requirements and shall monitor hiring procedures to support compliance with those requirements.

## POSITION IDENTIFICATION AND AUTHORIZATION

### PRIORITIZATION PROCESS

The prioritization of requests for new and replacement full-time faculty positions shall be conducted in accordance with the *Faculty Hiring Prioritization Policies and Procedures* document. The *Faculty Hiring Prioritization Policies and Procedures* document is maintained by the Academic Senate and is reviewed and updated through the Faculty Hiring Procedures Committee, with revisions subject to approval by the Academic Senate.

### EMERGENCY HIRES

Emergency hires, i.e., when positions are made vacant due to catastrophic causes such as the death of a faculty member, may be filled utilizing a streamlined form of the process through mutual agreement between the Academic Senate and the College administration.

### AUTHORIZATION

Full-time faculty positions approved for recruitment shall constitute the District's annual hiring list and move forward to the search process described in this document.

## SEARCH PROCESS

### TIMELINE

The search process should be conducted in a timely manner while allowing adequate opportunity for recruitment, application review, and candidate evaluation. The position is announced internally in accordance with the VVCFA contract. The length of the promotional period shall be at least six (6) weeks to allow for adequate distribution and response and to help obtain larger pools of candidates. Selection Committee members and Human Resources shall be afforded sufficient time to carry out their responsibilities throughout the search process.

### SEARCH COMMITTEE

#### COMMITTEE FORMATION

Selection Committees shall be formed after a position has been approved for recruitment. The Department and/or Selection Committee Chair shall canvass potential committee members and work with the Academic Senate Executive Board and Human Resources to establish the committee. Selection Committee members shall receive the job description and related materials for review and input prior to the start of the recruitment process.

#### COMMITTEE MEMBERSHIP

The Selection Committee shall consist of five voting members and a non-voting Faculty Fair Employment Representative (FER). Faculty members shall be selected by the Academic Senate Executive Board in consultation with the faculty of the hiring department or related disciplines, as appropriate, and confirmed by Human Resources. Members of the Committee shall consist of:

- The Department Chairperson
- Two faculty members from the same or related discipline
- One faculty member from another department

- The area administrator
- A faculty fair employment representative (FER)

In addition, one alternate faculty member shall be appointed. The alternate vote will only be counted, however, upon replacing a member of the Committee. If necessary, the District, with Academic Senate approval, may secure experts from industry or faculty from other colleges to provide expertise required for a particular search. With District and Academic Senate approval, a classified professional whose work is significantly connected to the department may also serve on the committee.

If there are no faculty volunteers for FERs, the President of the Academic Senate shall request the Vice President of Human Resources or his/her designee to serve as the Faculty FER.

Only in emergency situations with Academic Senate and Administration approval can a Committee continue the selection process with fewer than five voting members.

#### COMMITTEE TRAINING

Prior to participating in screening or interviews, committee members shall complete required hiring and Equal Employment Opportunity training and submit any required confidentiality agreements and documentation.

#### COMMITTEE CHAIR

The Chair of the hiring department or the area administrator shall chair the Selection Committee. Where deemed appropriate, another member of the hiring department may serve as chair, subject to department, Academic Senate, and District approval.

#### FAIR EMPLOYMENT REPRESENTATIVE

The Faculty FER shall be selected from a pool of trained FERs and shall serve as a consultant regarding district and state guidelines and monitor compliance with Equal Employment Opportunity procedures throughout the hiring process.

#### ASYNCHRONOUS VS. SYNCHRONOUS COMMITTEE WORK

Approval of job descriptions and job announcements may occur asynchronously through electronic communication.

The Selection Committee shall convene synchronous meetings to establish the process timeline, paper-screening criteria, interview questions. In the initial meeting, the Selection Committee shall establish paper-screening criteria, formulate and weigh any supplemental questions, develop a scoring system for evaluating applicants, and determine the process timeline. If necessary, this process may require an additional meeting, but the Selection Committee should make every effort to complete these items in one meeting.

#### JOB DESCRIPTION DEVELOPMENT AND APPROVAL

The Selection Committee Chair shall review the existing job description and announcement materials and make any necessary updates prior to distribution to the Selection Committee. Attention should be given to the preferred qualifications and any information necessary to ensure the description accurately reflects the current needs of the department and District.

The draft job description shall be distributed electronically to all Selection Committee members for review and approval. Committee members shall be afforded the opportunity to recommend revisions, request

clarification, and provide feedback. The Selection Committee Chair shall facilitate discussion and revision of the draft as needed. Approval of the job description may occur through electronic communication, and the Committee Chair shall ensure that all committee members have had the opportunity to review and provide input prior to final approval.

At this stage, the Selection Committee shall determine any supplemental application requirements, including but not limited to supplemental questions, letters of recommendation, sample syllabi, portfolios, or other supporting materials. Any such requirements must be included in the job announcement and application materials.

Upon approval, the Selection Committee Chair shall forward the job description to Human Resources for posting.

## ADVERTISING AND RECRUITMENT

The Selection Committee will be involved as standard practice in the development of advertising copy to ensure that the announcement is clear in its intent, honest in its representation, and welcoming to diverse applicant populations. The Selection Committee shall review and approve the job announcement prior to posting.

The Selection Committee shall work with Human Resources to identify appropriate recruitment and advertising venues. Recruitment efforts may include, but are not limited to:

- Announcements distributed through the California Community Colleges Chancellor's Office;
- Discipline-specific professional organizations;
- California Community Colleges, California State Universities, University of California campuses, and private colleges and universities;
- Electronic mailing lists, websites, and other online recruitment resources; and
- Other recruitment channels deemed appropriate for the position.

Positions shall be announced internally and externally in accordance with applicable Board Policies, Administrative Procedures, collective bargaining agreements, and legal requirements.

## APPLICATION SCREENING

### *SCREENING CRITERIA*

The Selection Committee shall establish the criteria for screening and develop a scoring system for applicant evaluation. Screening criteria shall be based on the qualifications, knowledge, skills, and abilities identified in the approved job description and announcement.

Screening criteria shall include review of qualifications for appointment and may consider educational background, experience, subject area knowledge and competence, teaching and communication skills, commitment to professional growth and service, potential for effective participation in College governance, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disabled, and ethnic backgrounds of the District's students.

Any supplemental application questions, required documents, portfolios, letters of recommendation, teaching philosophy statements, sample syllabi, or other application materials identified in the job

announcement shall be incorporated into the paper screening criteria and assigned corresponding evaluation scores prior to the review of applications.

The paper screening criteria and scoring system shall be approved by the Selection Committee before applications are reviewed.

#### *APPLICATION REVIEW*

Prior to reviewing applications, Human Resources shall determine whether applicants meet minimum qualifications or, when applicable, equivalent qualifications. The Selection Committee Chair may elect to pre-screen applications when a position requires special certification or 3<sup>rd</sup> party approval. If questions arise regarding qualifications, Human Resources shall consult with the Selection Committee Chair. Questions regarding equivalency shall be addressed through the District's equivalency process.

The Selection Committee shall review all complete applications and identify those applicants who best meet the qualifications of the position as demonstrated through the application materials. Evaluation shall be based upon evidence of professional qualifications, including but not limited to educational background, experience, supplemental application materials, and other requirements identified in the job announcement. All relevant application materials shall be made available to the Selection Committee for review.

During the review process, application materials shall remain unaltered. Applications shall not be modified, reordered, supplemented, or otherwise changed after submission. Complete applications shall be available for review by all members of the Selection Committee.

#### *PAPER CUT*

Applicants selected for interviews shall be determined through the established paper-screening process using the approved scoring criteria. The Selection Committee Chair and the FER shall determine the cut score used to identify applicants who will advance to the interview stage. Selection shall be based on established scores and criteria. Human Resources may recommend that the committee review additional applications if necessary to ensure compliance with Equal Employment Opportunity requirements.

## SELECTION AND RECOMMENDATION

### INTERVIEW DEVELOPMENT

The Selection Committee shall formulate interview questions designed to ensure a thorough assessment of each candidate's qualifications and ability to perform the duties of the position. Interview questions shall be directly related to the qualifications, knowledge, skills, and abilities identified in the approved job description and announcement. Consistent with Equal Employment Opportunity requirements, all candidates shall be afforded the same interview process and evaluation criteria.

The Selection Committee shall establish interview procedures, interview evaluation criteria, and a scoring system prior to the commencement of interviews. The Faculty Fair Employment Representative (FER) shall review interview procedures to ensure compliance with Equal Employment Opportunity requirements.

### CANDIDATE EVALUATION

The Selection Committee shall evaluate candidates in regard to subject area knowledge and competence, teaching and communication skills, commitment to professional growth and service, potential for effective participation in College governance, and sensitivity to and understanding of the diverse academic,

socioeconomic, cultural, disabled, and ethnic backgrounds of the District's students. Candidates may be required to submit portfolios, publications, websites, or other materials relevant to the position.

The Selection Committee is encouraged to utilize interview and evaluation techniques that appropriately assess the unique requirements of the position, provided that all candidates are evaluated using consistent criteria and procedures.

#### TEACHING DEMONSTRATIONS

Recognizing that teaching is performance-based, candidates will participate in an appropriate teaching demonstration, presentation, or other performance activity relevant to the position.

Teaching demonstrations may include classroom instruction, presentations, coaching or directing demonstrations, portfolio presentations, or other discipline-specific performance indicators. Whenever practical, demonstrations should reflect authentic duties associated with the position.

The Selection Committee shall establish evaluation criteria for teaching demonstrations and related performance activities prior to the interviews.

#### INTERVIEW DELIBERATIONS

Committee members must participate in the interviews in order to participate in candidate deliberations and recommendations.

Committee evaluations, discussions, and recommendations shall be based upon information obtained through the approved hiring process and the established evaluation criteria.

Following completion of interviews and required demonstrations or performance activities, the Selection Committee Chair shall facilitate a discussion regarding the strengths and weaknesses of the candidates and summarize the Committee's evaluations. The Committee may include rankings, comments, or other evaluative information to communicate its recommendations.

If the Committee determines that additional evaluation is necessary, second-stage interviews or additional performance activities may be conducted in accordance with established procedures

#### SELECTION OF FINALISTS

The Selection Committee may recommend up to three candidates to the Superintendent/President for final consideration. The candidates whose names are forwarded shall be the best qualified to fulfill the requirements of the faculty position. If the Committee deems only one candidate qualified to fill the position, then only one candidate shall be recommended. If the Committee cannot recommend any of the applicants, the hiring process shall end and be reopened.

Following completion of the interviews, demonstrations, and candidate deliberations, the Selection Committee Chair shall summarize the Committee's recommendations and forward the names of the recommended finalists to the Superintendent/President. The Committee may include rankings and/or written comments as a means of communicating its recommendations.

Reference checks shall be conducted in accordance with District procedures and applicable law.

#### SUPERINTENDENT REVIEW AND RECOMMENDATION

The Superintendent/President or designee shall review the Selection Committee's recommendations, and the qualifications of the finalists. The Superintendent/President or designee may interview the finalists and conduct additional reference checks. The Selection Committee Chair, the Academic Senate President, and the appropriate area administrator shall participate in the final interview process and discussion.

The Superintendent/President, in joint consultation with the Selection Committee Chair, the area administrator, and the Academic Senate President, shall select the finalist to be recommended to the Board of Trustees.

If exceptional circumstances and compelling reasons exist why the Superintendent/President cannot choose from among the candidates recommended by the Selection Committee, the Superintendent/President shall meet with the Selection Committee to discuss those concerns. If agreement cannot be reached regarding a candidate recommendation, the Superintendent/President shall provide the objections in writing to the Selection Committee and the Academic Senate President, and the position shall be reopened.

## DISPUTE RESOLUTION

## REVIEW AND REVISION

This hiring policy and its procedures are subject to review and revision at the request of either the Academic Senate or the Board of Trustees. Such revised policy or procedures shall be mutually agreed upon by both parties before it replaces the previously agreed upon policy or procedures.