

GAVILAN COLLEGE

FACULTY RECRUITMENT AND HIRING RESPONSIBILITIES

General

The Superintendent/President is given the responsibility for the operation of the Faculty Recruitment and Hiring Plan. The Personnel Officer shall be responsible for the execution of this plan and to advise on matters of policy and procedures. District hiring procedures are based on recognition that responsibility for selecting these well-qualified people is shared by both faculty members and college administrators, participating cooperatively in all appropriate phases of the hiring process. The responsibilities of these individuals include identifying positions; following the district's affirmative action policy; reviewing and formulating job descriptions; advertising positions; screening, interviewing, and selecting the recommended candidates. The process of faculty hiring shall be characterized by strict confidentiality.

FULL-TIME HIRING PROCEDURES

I. Position Identification

- A. Needs for new full-time faculty members will be developed at a Department Chair meeting by the department chairs, area deans, the Vice President of Instruction and the Vice President of Student Services. Discipline area needs shall be reviewed to determine strengths, weaknesses, special skills needed, and affirmative action goals. The priority for hiring new faculty shall be established using available statistical data and other criteria as established at the Department Chair meeting. Following agreement on the number and priority, the Academic Senate shall review the list and submit their comments to the Vice President of Instruction/Vice President of Student Services as appropriate.
- B. Once agreement has been reached by the Chairs and the Vice President, the list will be submitted to the Superintendent/President for approval. The President will determine the funding available for the position(s) and advise the appropriate Vice President. Ideally, this determination will be made two semesters before the effective starting date.
- C. The required personnel forms will be submitted to the Personnel Office by the Vice President of Instruction or Student Services as appropriate within two days of the President's approval.
- D. Minimum and preferred qualifications for each position will be developed by the supervising administrator in consultation with the Department Chair(s) (or designated lead faculty member, if appropriate) of the discipline(s) of concern. These qualifications shall conform to applicable state minimum qualifications, district requirements and equivalencies to the minimum qualifications as established by the Board of Trustees and the Academic Senate.

Caution shall be taken to ensure neither minimum nor preferred qualifications pose artificial barriers. The criteria for the position will include:

- a. Minimum qualifications.
- b. Sensitivity to cultural differences as they relate to staff and student diversity.
- c. Qualifications essential to the position, i.e., state mandated training, certifications.

- E. The Personnel Officer will coordinate the completion of the job announcement with the appropriate Vice President, supervising Administrator, Department Chair, and Affirmative Action Officer. The announcement must be submitted to the Superintendent/President for final approval.

II. Composition of the Faculty Screening Committee

- A. One Faculty Screening Committee (FSC) will be formed for a position(s) in a discipline.
- B. The FSC will be responsible for screening applications and the interview process, including the developing the interview questions and the teaching demonstration.
- C. The composition of the FSC is as follows:
 - 1. The FSC will include at least four faculty members. A faculty member shall chair the committee. If no faculty member volunteers, the Department Chair, or the Department Chair Designee, shall chair the committee.
 - a. The appropriate department chair.
 - b. Three faculty members with at least one from the discipline, if possible, and one from a closely aligned or associated area (appointed by the Academic Senate).
 - 2. The supervising administrator or designee appointed by the Superintendent/President.
 - 3. One classified staff member Professional Support Staff, Confidential Support Staff and Managers appointed by the Professional Support Staff.
 - 4. One student (appointed by A.S.B.).
 - 5. The Affirmative Action Officer (AAO) or designee (appointed by the AAO) will be a non-voting member of the FSC unless the AAO or designee is also the supervising administrator, in which case they will be a voting member of the FSC.
- D. No member will be selected who cannot attend all meetings of the FSC.
- E. The Affirmative Action Officer (AAO) will review the composition of the FSC to ensure that all guidelines are met and that all required groups have been offered an opportunity to be represented on the FSC. This confirmation will be communicated to the President of the Academic Senate.
- F. The Personnel Officer will be responsible for implementing all components of the faculty hiring procedures. The Personnel Officer may attend all meetings of the FSC as he/she deems appropriate.

- G. In the event of the withdrawal of 1 to 2 members of the FSC before the interviews begin, a replacement will be requested following the appropriate procedure. If none are appointed, the process will continue with a reduced screening committee. Once the interviews begin, members will not be replaced and the Committee will proceed. All committee members will be required to attend all interviews.

- H. The FSC will be trained by the Personnel Officer regarding all aspects of the process Confidentiality will be stressed. **No personal knowledge of candidates will be discussed by anyone at any time.**

III. Selection Process

- A. **Review of Application** - The Personnel Officer will screen all application to identify those having minimum qualifications and/or equivalency. Individuals not having minimum qualifications and/or equivalency will be submitted to the equivalency committee.

B. Paper Screening

- 1) The FSC will use the criteria listed in the job announcement for evaluating the candidates.

- 2) The committee will determine the most efficient, yet effective way to select interview candidates. Normally the candidate will be selected for interviews by a majority vote. The number of candidates to be interviewed will be established by the committee but will normally be between 5 and 10.

- 3) If there are fewer than 5 candidates to be interviewed, the FSC will make a recommendation to the Superintendent/President and AAO to either reopen or continue the process. The President will either reopen or continue the process.

- IV. The Personnel Officer will notify those selected for interviews and arrange the interview schedule. Every effort will be made to minimize the candidates' cost by notifying them at least 8 days before their scheduled interviews. Candidates will be informed by the Personnel Officer when scheduling interviews of the need to prepare a 15 minute lecture/presentation in an area designated by the FSC.

- V. **Interviews:** The interviewing process must guarantee access and fairness to all candidates. The questions are to evaluate the candidates in terms of the specific job requirements. All evaluation procedures will be reviewed by the Affirmative Action Officer.

- A. The FSC will determine the number of questions, the content and the amount of time allotted for each question. The FSC will establish evaluation criteria based upon the preferred qualifications as listed in the position announcements.
- B. The FSC will assess the candidate's predisposition to cultural sensitivities and differences as they relate to Gavilan's population.
- C. The interview will include a 15 minute lecture/presentation to the committee.
- D. The FSC will discuss the candidates **ONLY** after all candidates have been interviewed, individually evaluated and initial committee votes have been taken. Committee members are reminded not to share **ANY** personal knowledge of the candidates at any time. At the end of all interviews, members will vote by secret ballot to rank the candidates.
- E. The chair will lead the committee discussion regarding strengths and weaknesses of the candidates and arrive at the final committee choices. Disagreements will be resolved by a majority vote.
- F. The chair will submit three acceptable names unranked to the President/Superintendent. The FSC will under no circumstances allow a candidate's name to be forwarded who has not gone through the agreed upon process and been recommended by the committee. Should the committee fail to identify at least three acceptable candidates, the position may be reopened. Should the number of finalists be fewer than three, then an explanatory note will be written by the FSC chair to the Superintendent/President. An exception may be made by the Superintendent/President for extremely small pools.
- G. The Personnel Officer will schedule the finalists for an interview with the Superintendent/President, the Vice President of Instruction, and/or the Vice President of Student Services and the FSC Chair (as an observer) if at all possible.
- H. The Superintendent/President, assisted by the Vice President of Instruction, and/or the Vice President of Student Services will conduct a thorough background reference check of the finalists. The President or designee will prioritize the final candidates and consult with the FSC Chair.
- I. The selection of the finalist to be recommended to the Board will be made by the Superintendent/President in consultation with the FSC Chair. If exceptional circumstances and compelling reasons exist why the Superintendent/President and the FSC chair cannot agree on the final choice, then the Superintendent/President will meet with the Screening Committee to explain the decision. This decision will be personally communicated to the Academic Senate President and the Academic Senate President must sign the FSC confidentiality agreement.
- J. If the Superintendent/President cannot choose any of the final candidates, the decision will be put in writing to the FSC and to the Academic Senate President and the position will be reopened.