

RULES AND PROCEDURES FOR EMPLOYMENT OF ALL FACULTY	3012
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It is the policy of the district that faculty hiring procedures and guidelines be established through a cooperative effort between the administration and faculty in the spirit of shared governance as outlined in AB 1725. Such guidelines are designed to provide a hiring process which results in a faculty of highly qualified professionals who are experts in their subject or service areas; who are skilled in teaching and serving the needs of a diverse student population; who can foster overall college effectiveness; and who are sensitive to, and themselves represent, the racial and cultural diversity of the adult population of the State of California. This policy shall be in effect for faculty in all courses and support services which generate FTES, including off-campus and contract credit education courses.

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The procedure for the appointment of faculty shall operate under the following guidelines:

1. Requests for faculty positions for the following school year should be submitted to the Office of Instructional Services according to the budget/planning process.
2. A list of positions to be filled shall be developed by the Educational Council, reviewed by the Cabinet, approved by the President, and submitted to the Board of Trustees for approval.
3. Recommended new positions shall be included in the proposed district budget for the following school year.
4. The Superintendent/President or appointee shall announce vacancies for new positions to be filled and invite written applications to be submitted.
5. The selection committee shall consist of:
 - a. Vice President (whenever possible), the Dean, the Division Chair or Director, at least two regular or contract faculty members representing and selected by their divisions or service area, an affirmative action representative, and others, as needed, to be determined by the selection committee. The chair will be selected by the committee.
6. When hiring faculty, the division chair or director and appropriate regular or contract faculty from the division or service area, in concert with the Dean, shall:
 - a. Develop desired qualifications, based on state minimum qualifications, or, when applicable, their equivalents.
 - b. Develop selection criteria to guide the remainder of the selection procedures, including any or all of the following: subject area knowledge and competency, teaching and communication skills, commitment to professional growth and service, potential for overall college effectiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the district's students.
7. The Selection Committee shall:

- a. As part of a peer appraisal process for all applicants, review each applicant's materials and, based on the established selection criteria, rate each applicant according to categories established by the committee.
 - b. Recommend the best-qualified applicants for the position to be interviewed by the selection committee.
 - c. When requested or applicable, arrange for an orientation for those applicants selected for interviews who are unfamiliar with the campus to visit the division or service area and to meet faculty and staff.
8. Interviews shall be conducted by the selection committee.
 9. The committee will determine and recommend to the Superintendent/President the top candidate or candidates who are best qualified to fill the position. Only in exceptional circumstances, would a single candidate be forwarded.
 10. Reference checks on the finalists will be conducted by two representatives of the committee: the Committee Chair (or another faculty representative from the selection committee), and the Dean or Director, using standard procedures.
 11. The Dean or Director and committee chair will join the Superintendent/President and Vice President to interview the top candidate or candidates. The Superintendent/President may reject the candidate or candidates and may reopen or postpone the search for filling a position vacancy. Only in exceptional circumstances, and for compelling reasons communicated to the selection committee and to the President of the Academic Senate of the college, would faculty members be hired who have not been found to be the best qualified by the faculty.
 12. Following the final interviews, the Superintendent/President will determine his/her final choice and present the final recommendation to the Board of Trustees for approval.
 13. Salary schedule placement shall be the responsibility of the Superintendent/President or appointee.

(Approved: 1/17/90)
(Revised: 4/1/98, 12/8/99)