

Part-time Faculty Hiring Procedures – FINAL DRAFT

May 3, 2013

Hiring Procedures for Part-time Hourly Credit Faculty Positions

I. Overview

II. Part-time Applicant Pools

III. Hiring Needs Assessment

IV. Selection Committee Procedures

V. Applicant Screening Process

VI. Candidate Selection and Final Approval

VII. Procedural Review

Communicate effectively, both orally and in writing
Demonstrate intercultural competence and sensitivity to community college students from diverse cultural, ethnic, and socio-economic backgrounds, as well those with different sexual orientations and those with disabilities

Senate representatives. The ERT reviews the applicant's education and/or experience and determines if the applicant meets equivalency criteria for the discipline.

If the Division Chair, Dean, or Program Coordinator determines that the existing applicant pool is insufficient to meet the identified part-time faculty hiring needs, the Division Chair or Dean requests to the OHR to place advertisements for part-time faculty and reviews submitted applications. Only those applicants who have submitted an application to the OHR and have been accepted into a part-time applicant pool may be considered for hiring, except in the case of emergency hiring situations (see section III-C).

A Selection Committee reviews and recommends candidates to fill specific part-time positions. The Division Chair or Dean normally serves as the Chair of the Selection Committee. The Chair of the Selection Committee has the primary responsibility to interview and select candidates for part-time positions within the division or program. A Program Coordinator may serve as the Chair of the Selection Committee as mutually agreed between the Program Coordinator and the Division Chair or Dean. The Selection Committee also includes at least one additional faculty member from within the relevant discipline or a related discipline.

II. Part-Time Applicant Pools

A. Division or Program-Specific Applicant Pools

The Division Chair, Dean or Program Coordinator shall identify the department, division, or program needs for part-time instructors each semester. The Division Chair or Dean will consult with the Office of Instruction to make the final determination of hiring needs. The determination shall be coordinated with the development of the Schedule of Classes.

B. Solicitation of Applications

The Division Chair or Dean notifies the Office of Human Resources when there is an anticipated need to hire additional partmergent108.14 464.59P1TÆTBT1 0 0 1 212.0 o

C. Recruitment and Outreach

Based upon the identified needs beyond the existing pool of applicants, the OHR places notification and advertisements to solicit an applicant pool. Per the Division Chair, Dean or Program Coordinator requests, advertisements or notices of vacancy are placed on the OHR website, CCC registry, local newspapers, and/or other sites. The OHR posts division and contact information and the application form on the OHR website.

B. Time Line

The Division Chair, Dean or Program Coordinator will determine potential part-time hiring needs based on unstaffed classes identified in the first draft of the Schedule of Classes. If possible, the Division Chair or Dean should forward specific hiring needs for the following semester to the OI no later than the ninth week of the semester.

Once the total class section offerings have been determined by the OI and hiring needs for part-time faculty have been identified, the chair of the Selection Committee proceeds to identify potential candidates from the applicant pool, and if necessary, requests recruitment of additional applicants by the OHR.

The Selection Committee is organized as soon as possible after the identification of part-time hiring needs by the OI and/or the close of the recruitment period, when applicable. In general, applications for part-time positions are ongoing; however, some positions will have closing dates that allow sufficient time to interview and select instructors for the following term. The Selection Committee then proceeds to review applications, conduct interviews, and recommend the candidate(s) to be hired. When at all possible, the selection process should be completed by the final week of the semester.

C. Emergency Hiring Needs

Emergency part-time hiring may occasionally be required to fill urgent hiring needs that arise from unforeseen circumstances and which do not allow the selection process to be conducted within the recommended time frames. Divisions and departments with strong part-time applicant pools will be better prepared to fill last-minute faculty vacancies. The following recommendations will help ensure that emergency hiring needs can be filled by well qualified candidates in a manner consistent with the normal part-time hiring procedures.

1. Division Chairs or Deans will review the part-time faculty applicant pools for their divisions at least once per year to ensure that, to the extent possible, the pools are adequate to meet anticipated staffing needs for all disciplines within their division.
2. If an emergency hiring need arises, the Division Chair, Dean or Program Coordinator should consult with discipline faculty to determine which course section(s) would be most appropriate to staff with an emergency hire.
3. Once a specific need for an emergency hire is identified, the Division Chair or Dean coordinates with the OHR to place advertisements and solicit applications as quickly as possible.

4. If an emergency hiring is required and the selection process can occur during the contract period for full-time faculty, then a full-time faculty member from within the department or closely related discipline will be designated to assist in the selection process (see section IV-A). This faculty member will assist in screening applications, conducting interviews, and recommending candidates for hiring.
5. If an emergency hiring is required during off-contract time for full-time faculty, then the Division Chair, Dean or Program Coordinator may seek a volunteer discipline faculty member to assist in the selection process. If no full-time faculty volunteer is available to serve during off-contract time, then the Division Chair, Dean or Program Coordinator will conduct the selection process unassisted.
6. As with all faculty hires, emergency part-time hires must meet minimum qualifications for the discipline. Single-course equivalencies are not acceptable.

IV. Selection Committee Procedures

A. Composition of the Committee

The Selection Committee for part-time faculty hiring is composed of the Division Chair, Dean, or Program Coordinator, who serves as the Selection Committee Chair, and at least one other full-time faculty member from within the department or closely related discipline of the faculty position. This faculty member will be chosen through mutual agreement between the faculty member and the Division Chair, Dean or Program Coordinator.

B. Hiring Committee Training

All faculty who participate in the selection process will be current in the college's hiring training, which includes established procedures and legal requirements of the hiring process, Equal Employment Opportunity procedures, minimum qualifications guidelines, and the college's commitment to diversity and non-discrimination. The Division Chair, Dean, or Program Coordinator will inform the OHR of the faculty member(s) assigned to the Selection Committee to ensure that the faculty member has completed the required training. Division chairs, deans, and program coordinators must also be current in hiring training.

Part-

2. Selection Committee Meetings and Interview of Applicants

The Selection Committee interviews potential candidates in accordance with the college's hiring procedures. All candidates will be interviewed using questions developed by the Selection Committee. Sample interview questions are available from the OHR. If desired by the Selection Committee, a teaching demonstration may be included in the interview phase. Selection Committee discussions related to hiring of part-time faculty shall be confidential.

VI. Candidate Selection and Final Approval

Once the potential candidate(s) for a position have been selected from the pool and interviewed, the Selection Committee meets to determine the candidate best qualified for the position. The Division Chair, Dean or designee will then conduct a reference check of the selected candidate by contacting at least three references. Standard reference questions are available from the OHR. Assuming the references are positive, the Division Chair, Dean or Program Coordinator submits a part-time instructor checklist (clearance form), the original application, and reference documentation to the OI.

payment. The Division Chair, Dean, or Program Coordinator is responsible for providing pre-employment, departmental orientation to the new part-time faculty member.

VII Procedural Review

A joint committee of Administration and the Academic Senate shall review these procedures at least every five years. Any modifications to these procedures shall be approved by the OI, OHR, and the Academic Senate.