

**HARTNELL COLLEGE
HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY**

FULL TIME FACULTY SELECTION PROCESS

DRAFT

Introduction

High quality faculty are critical in maintaining the excellence of an educational institution, and the selection of new faculty members is one of the most important functions undertaken by the College. The responsibility for selecting well-qualified people is shared cooperatively by the faculty and administration.

The College is committed to seek a faculty which is culturally balanced and representative of our communities' diversity.

Authorization

Based upon recommendations from the Full-Time Faculty Hiring Committee the Superintendent/President authorizes a faculty opening and forwards a Request to Fill form to Human Resources.

Position Description/Job Announcement

Human Resources staff notifies the appropriate administrator of the position authorization. The administrator works with the discipline faculty to develop the position description/job announcement. The position description identifies the specifics of the major duties of the position as well as the minimum qualifications and desirable qualifications. The position description/job announcement is approved by majority consent of affected faculty. The administrator forwards the position description/job announcement to Human Resources for final review and processing.

Human Resources will review the job description for accuracy, clarity and consistency with legal requirements, District policy and the provisions of the collective bargaining agreement, and will prepare and publish a final job announcement, which will include complete information regarding the application procedure and requirements.

Marketing and Application Process

Marketing

As diversity of experience, age, physical ability, religion, ethnicity and gender contributes to the richness of the environment for teaching and learning, extensive efforts will be made to extensively market open positions.

The Department of Human Resources/EEO is responsible for marketing and ensuring underrepresented groups are notified of open positions. Faculty and managers are encouraged to use their professional networks to advertise open positions, especially to seek out qualified members of underrepresented groups and encourage them to apply for open positions.

Full-time tenure-track faculty positions will be open for 60 to 90 days. Advertising time may be reduced by mutual agreement between the Academic Senate and the Superintendent/President if there is a clear need for this reduction.

Application Processing

All applicants will be required to submit complete Applicant Packets, including District Application, Letter of Interest, Resume, official[or unofficial] Academic Transcripts, documentation of required Licenses/Certificates, current Letters of Recommendation, [How many?] Other requirements may be established by the Hiring Committee such as a Portfolio of Work. If required, an Equivalency Application and supporting documents should also be included with the Applicant Packet. A complete description of the approved Hartnell College Equivalency Process may be found at http://www.hartnell.cc.ca.us/academic_senate/MINIMUM_QUALIFICATIONS_EQUIVALENCY_POLICY.htm

Human Resources staff will process the application packets within one week of the application deadline. Applications are organized and numbered, and screened for completeness and minimum qualifications. The Applicant pool is validated and Applicant information input in HR data base.

Note-what does “validated” mean? (I would also like to know what that means).

Hiring Committee

Committee composition

Every effort must be made to incorporate broad representation on every Hiring Committee to bring a variety of perspectives to the assessment of applicant qualifications. The Academic Senate shall consider diversity, equity and discipline/program recommendations when confirming faculty appointments to hiring committees.

The hiring committee composition will be: the department administrator, three faculty members, one of whom is from outside of the discipline, the intention of which is to widen the range of educational experience, one classified staff representative appointed by the Classified Senate, and one student representative appointed by the ASHC. Faculty representatives are selected by the affected faculty and appointed by the Academic Senate. If there is no area expert on the faculty, an expert from outside the institution may be invited by mutual agreement of the Director of Human Resources and the Academic Senate to serve on the committee. The Human Resources Director and the

Academic Senate, by mutual agreement, may appoint additional members to achieve ethnic and/or gender representation.

Committee procedures

All committee members must participate in all phases of the hiring process, in order to retain a right to vote on candidates. All members of the committee will be trained on their responsibilities in the process according to the provisions of Title 5, and receive instructions concerning affirmative action. Committee members will maintain strict confidentiality throughout the entire hiring process. Ratings and comments by committee members must not be shared with anyone outside the hiring process at any time.

The committee determines time lines for completion of screening and interview process.

Professional Conduct

Confidentiality and impartiality are critical in a successful hiring process. Professional conduct is to be maintained at all times by members of the Hiring Committee. If a member of the Hiring Committee has concerns about the objectivity of the process that concern should be shared immediately with the Committee Chair or Director of Human Resources and the President of the Academic Senate. This concern will be investigated by the Director of Human Resources and President of the Academic Senate.

Applicant Screening

Prior to reviewing Applicant Packets, the Hiring Committee shall develop the following for use in evaluating candidates:

- Paper screening rating criteria and rating sheet.
- Interview questions, desired responses, and interview rating sheet.
- Protocol for teaching demonstration, writing sample, and/or other performance indicators appropriate for the position.
- Parameters for conducting interviews and administration of performance tests/teaching demonstrations.

Questions and desired responses must be submitted to Human Resources for approval before any applications are screened.

Applications must remain on campus; all screening must be done at designated times and places. Each member of the Hiring Committee shall review and rate each applicant packet. No discussion will occur until all members complete the rating process. All individual ratings of each candidate shall be tabulated. The committee shall then discuss the strengths and weaknesses of the top candidates and other candidates chosen by the committee members.

The committee will determine the number of candidates to be interviewed and forward the names and documentation of those selected for interview to the Human Resource Office along with targeted interview dates and times.

Interviewing

The interview shall be an assessment of the specific qualities, aptitudes and teaching expertise that are important to effectively meet the diverse educational needs of our students. A valuable outcome of the hiring process is to project a positive image of the college. Candidates can be expected to use the interview to assess the climate of the college and to determine if this is where they wish to work.

Notification and Scheduling of Candidates

Human Resources will notify within two days those candidates who have been selected and schedule them for an interview. Sufficient time shall be allowed between notification and the interview to permit candidates to make travel arrangements. A minimum of one week's notice will be provided. Two weeks time is preferable for those requiring extensive travel. Interview candidates will be provided information regarding a teaching demonstration if appropriate.

Within ten days Human Resources will notify, by letter, applicants not selected for an interview

The Human Resource Office will arrange for an interview site and prepare all necessary materials for the Hiring Committee and candidates.

Interview Questions

In advance of the first candidate, members of the Committee will select which questions will be asked by each member of the committee. The same questions must be asked of each candidate, by the same committee member and in the same sequence. Each committee member will have the list of interview questions, anticipated answers and ranking sheet.

Committee members are encouraged to take notes during each interview and will avoid any discussion of ratings, rankings, or recommendations of candidates until all interviews are completed,

Committee members will decide how much assistance will be offered to a candidate who appears to have misunderstood the intent of a question or who answers only part of a multi-part question. If it is decided to rephrase or restate the question, the same assistance must be provided to other candidates.

The Committee Chair is responsible for monitoring the interview time and ensuring that each candidate has equal time for responding to questions and conducting a teaching demonstration.

Demonstration

A demonstration of professional skills, teaching, counseling, etc. provides valuable information regarding the probable future performance of the candidate and is to be included in interviews of all full time faculty candidates.

Rating of Candidates

At the conclusion of each interview/demonstration each committee members shall independently complete the appropriate rating sheet and assign each candidate an over-all rating.

At the conclusion of all interviews/demonstrations each Committee member will independently determine the candidates he/she would recommend for final consideration.

The Committee Chair will summarize the recommendations and lead discussion which will focus on the strengths and weakness of the candidates. After discussion the committee will make a determination of the three finalists.

The three finalists will be forwarded in unranked order to the Superintendent/President.

All interview documentation will be submitted to Human Resources for review.

Reference Checks

Checking the references of candidates is a vital step in the selection process. Complete and accurate reference checks provide essential information about an applicant's qualifications and may clarify questions or concerns that may have arisen during the screening and/or interview process.

Reference checks will be made by the appropriate administrators and documented on forms provided.

Selection of Finalist

The Superintendent/President shall review the hiring committee's recommendation and the qualifications and reference checks of the final candidates and interview the candidates forwarded to him/her by the Committee.

Each of the final candidates will be interviewed jointly by the Superintendent/President and at least one other campus-level administrator selected by the

Superintendent/President. The circumstances of each interview, questions, ratings, persons in attendance, etc. shall be as similar as is practicable for each of the finalists.

Following the interviews, the Superintendent/President will meet with the hiring committee or a designated representative of the committee to reach a consensus agreement on the candidate to be offered the position. During the discussion, all parties may express ranking preference regarding the candidates.

Upon agreement of the final candidate, the Superintendent/President will notify the Director of Human Resources of the selection.

If the Superintendent/President should find that no candidate forwarded to him/her by the committee is acceptable, he/she will consult with the committee. If a consensus is not reached, the Superintendent/President will explain his/her objections to the hiring committee and the president of the Academic Senate and reopen the position.

If members of the committee should feel that the Superintendent/President's recommendation does not concur with their own they have the right to present their view to the Board of Trustees in closed session.

If further interviews are needed, Human Resources will schedule them.

Employment Offer

The Director of Human Resources shall notify the successful candidate and confirm the candidate's acceptance. Immediately after a selection has been confirmed, Human resources will send letters to unsuccessful finalists.

All paperwork and documentation will be returned to the Human Resources Office and agenda items prepared for Board action.