

AR 3211.1 Procedure for Hiring Full-Time Contract Faculty

1. Position Identification (no changes)
2. Search Procedures
 - A. The Department Chair and/or Faculty Leader or designee, appropriate area Vice President **or designee**, and **representative(s) from the** Office of Human Resources shall mutually develop clear and complete job descriptions, including all job-related skill requirements and any additional qualifications recommended by the faculty for each position.
 - B. The Office of Human Resources shall ensure conformity with the District's equal employment opportunity and non-discrimination commitments before each position is advertised.
 - C. It is the intent of the District that approval of open positions and initiation of the hiring process be early enough in the year to allow for all procedures to be undertaken in a thorough and thoughtful manner, ensuring that the hiring process is completed during the academic year, whenever possible, and well in advance of employment. The length of the advertising period shall allow for adequate distribution to obtain larger diversified pools of applicants consistent with the District's equal employment opportunity plan.
 - D. The dates and deadlines associated with the hiring process shall be developed by the Office of Human Resources after consultation with the appropriate Department Chair and / or Faculty Leader or designee.
 - E. Applications shall be accepted and maintained online by the Office of Human Resources. (~~Applications shall be distributed by and returned to the Office Human Resources.~~)
 - F. Candidate applications must include at least the following: a completed SMC academic application form; a cover letter; a minimum of two recommendation letters; a curriculum vitae or resume; and unofficial college transcripts. Other supporting materials may be required.
3. Screening Committee
 - A. The screening committee shall consist of no fewer than four (when possible) and no more than six full-time faculty members from the discipline of the position to be filled. One of the faculty members may be a retired faculty volunteer. In cases where there are fewer than four faculty members from the relevant discipline available or willing to serve, faculty members from a reasonably related discipline may serve to fill the screening committee. Faculty committee members shall be appointed by the Department Chair or Faculty Leader in consultation with the Office of Human Resources.
 - B. Two designated administrators shall also be members of the committee; one shall serve as Secretary (responsible for recording results of paper screening votes and preparing lists of questions and information for candidates **and checking lists of candidates for accuracy**), and the other as Human Resources representative to the committee (responsible for ensuring compliance with the District's personnel policies and procedures, and preparing ~~lists of candidates~~

the list of candidates to forward to the Office of Human Resources bringing applications to and from committee meetings).

- C. In addition an equal employment opportunity representative shall be assigned by the Office of Human Resources to each screening committee. The equal employment opportunity representative shall be a full-time faculty member from outside the department and be recommended by the Academic Senate President to the Office of Human Resources. The equal employment opportunity representative shall be responsible, in cooperation with the Human Resources representative on the committee, for ensuring that the screening process is conducted in a manner consistent with the District's commitment and regulations relating to equal employment opportunity. The equal employment opportunity representative shall be a non-voting member of the screening committee. In order to serve as an equal employment opportunity representative, the faculty member must complete a training program presented by the Office of Human Resources.
 - D. The screening committee may supplement its membership with other persons whose expertise is needed to make an appropriate selection. These additional persons shall be non-voting.
 - E. The Department Chair or Faculty Leader, or their designee, shall be one of the faculty members on the committee and shall chair the committee.
 - F. The committee shall be composed of diverse membership in compliance with the District's equal employment opportunity plan.
 - G. Individual committee members are expected to be present for each committee meeting and to be fully prepared by having read the appropriate materials. The chair of the committee shall have the authority to exclude members who fail to regularly attend.
 - H. ~~Individual committee members are expected to be present for each committee meeting and to be fully prepared by having read the appropriate materials. The chair of the committee shall have the authority to exclude members who fail to regularly attend.~~ Committee members may choose to submit letters of recommendation provided ~~that~~ there is no potential conflict of interest or breach of confidentiality.
4. Review of Applications Materials
- A. The Office of Human Resources shall will release ~~forward~~ online-applications designated as complete to the screening committee via an electronic process. All screening committee members shall review the applications in a timely manner and shall select those applicants for an interview who best meet the qualifications listed on the job description, as measured by evidence of professional qualifications, including experience and educational background. All relevant academic information shall be submitted to the screening committee.
 - B. The screening committee shall review ~~all~~ the academic applications ~~forms~~, transcripts, and other materials submitted by candidates for the position to determine whether each candidate selected for a committee interview has met the minimum qualifications for hire in that discipline; or, have qualifications at least equivalent to the minimum qualifications determined by the Board of

Governors. Committee members, in making their determination as to which candidates will be selected for an interview, may not review or rely on any material that is not part of the ~~screening committee file~~ **candidate applications** and available to all members of the screening committee.

- C. In determining equivalency, the screening committee shall use the Guidelines for Determining Minimum Qualifications specified in Administrative Regulation AR 3211.9 in consultation with the Office of Human Resources.
5. Evaluation of Candidates
- A. The screening committee, in accordance with the District's equal opportunity plan, shall evaluate candidates in regard to subject area knowledge and competence, 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, and ethnic backgrounds of the students.
 - B. The screening committee shall formulate interview questions and a range of appropriate responses (including a follow-up question procedure) to ensure a thorough assessment of the candidate's qualifications. The committee may also provide for appropriate teaching/student services demonstrations, writing samples, and/or other performance indicators related to the subject area. The committee shall develop a procedure for formulating their recommendations on the selection of the final applicants.
 - C. The screening committee chair shall lead the committee discussion regarding strengths and weaknesses of the candidates and summarize the final committee findings. Committee votes for candidates to be interviewed and candidates to be recommended to the Superintendent/President shall be secret at the request of any committee member. The decision as to whether a candidate is to be recommended for a final interview shall be based exclusively on information obtained by a committee member from the **candidate** application and the committee interview of the candidate.
 - D. As a condition to retaining the right to serve on the **screening selection** committee or future screening ~~selection~~ committees, each committee member agrees to maintain as confidential all information obtained about a candidate, such as information obtained from the application materials outlined in 2F, the interview and all discussion during a screening ~~selection~~ committee meeting to evaluate the candidates and to follow all procedures regarding confidentiality and security developed by the Office of Human Resources.
6. Recommendation for Final Interview
- A. The screening committee shall recommend no more than three and not less than two candidates per position to the Superintendent/President for final consideration, ~~unless specifically approved by the Superintendent/President. Reference checks on the final candidates shall be conducted by the Human Resources administrator or designee and the screening committee chair and shared with the screening committee before names are forwarded to the Superintendent/President. Reference checks shall include academic background, professional experience, and personal qualities relevant to performance in the faculty position.~~

- B. If a candidate selected for a final interview with the Superintendent/President has qualified for the position through the equivalency process, the screening committee shall include the Equivalency Certification form. This form shall be forwarded to the Superintendent/President before the final interview and filed with the Office of Human Resources.
7. Selection of the Final Candidate
- A. The Superintendent/President shall review the screening committee's recommendations and the qualifications and reference checks on the final candidates. Reference checks shall be conducted by a Human Resources administrator or designee and shall include academic background, professional experience, and personal qualities relevant to performance in the faculty position.
 - B. If the number of final interview candidates is decreased to two or fewer, the Superintendent/President or designee will consult the screening committee chair to see if the committee is able to recommend other candidates for final interview.
 - C. The Superintendent/President or designee(s), in the presence of a Human Resources administrator ~~the equal employment opportunity representative or designee~~, shall interview the finalists and may conduct additional reference checks. The Superintendent/President may invite the Faculty Chair of the screening committee and/or other members of the college community to participate in the final interview.
 - D. Final selection decisions by the Superintendent/President are made, whenever reasonably possible, during the regular academic year and the selection of the finalist to be recommended to the Board of Trustees shall be made by the Superintendent/ President after informing the screening committee chair.
8. Special Circumstances in the Hiring Process
- A. In instances where the Vice President, Human Resources, in consultation, **where appropriate**, with the equal employment opportunity representative, determines that the position's applicant pool does not provide sufficient diversity or that violations of the District's equal employment regulations have occurred, or in the event the screening committee is unable to identify at least two candidates to be recommended to the Superintendent/President, or in the event that the Superintendent/President decides not to recommend a final candidate to the Board of Trustees for its election, the Superintendent/President shall consult with the screening committee chair and the Academic Senate President before determining whether:
 - 1. to extend the hiring process;
 - 2. to fill the position with a long-term substitute; or
 - 3. to take other appropriate action.
 - B. When the Superintendent/President has determined to recommend to the Board of Trustees an increase in the number of authorized positions, the Superintendent/ President shall consult with the screening committee chair and the Academic Senate President before placing the item on the Board's agenda for action.

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Red = Changes ~~Strikethrough~~ = potential deletions Underline = potential additions

Reference: Education Code Sections 71000, 72000, 87355, 87356, 87357, 87358, 87359.5, 87360, 87400, 87426, 87454, 87457, 87458, 87482.6, 87600-87615