

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

The hiring process consists of:

- a) Identifying staffing needs.
- b) Establishing a committee of faculty and administrators with the responsibilities for hiring the adjunct faculty.
- c) Developing a job description detailing the necessary qualifications for a position.
- d) Recruiting program to attract qualified candidates.
- e) Developing a hiring pool which includes candidates from historically underrepresented groups.
- f) Interviewing and selecting adjunct faculty.

Identifying Staffing Needs

In conjunction with the Academic Hiring Policy, each Division Dean, in consultation with the department coordinators or representative faculty, shall provide a recommendation regarding adjunct faculty staffing needs to the appropriate Vice President for approval. The approved staffing needs then become the basis for hiring.

The Hiring Committee

An Adjunct Faculty Hiring Committee shall be formed for each academic discipline within a division. The Adjunct Faculty Hiring Committee shall consist of:

- a) The Division Dean, who shall serve as chair.
- b) The department coordinator of the academic discipline, or in the absence of a department coordinator, a full-time faculty member of the division, who teaches in that discipline. If there is no department coordinator or no faculty member who teaches in the specific discipline available, a full-time division faculty member knowledgeable of the discipline may be substituted. If there are no full-time faculty members available, then the Division Dean, the Vice President of Instruction, and the President of the Academic Senate shall jointly decide the composition of the hiring committee.
- c) A maximum of one additional interested full-time faculty, who teaches in that

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discipline and desires to be on the committee.

The appropriate Affirmative Action Officer and President/designee, shall review the composition of the committee, and may require additional faculty members to assure representation of underrepresented groups on the committee. Such review shall take into consideration the availability of appropriate representatives.

Responsibilities of the Adjunct Faculty Hiring Committee

Each Adjunct Faculty Hiring Committee shall be responsible for:

- a) Training in the policy and procedures governing hiring and affirmative action, including knowledge of goals and timetables.
- b) Writing job descriptions.
- c) Establishing its rules for voting on the selection of adjunct faculty.
- d) Paper screening of candidates' materials for qualifications.
- e) Interviewing and selecting adjunct faculty.

The chair's responsibilities are to:

- a) Convene the committee.
- b) Establish and conform to timelines for screening, interviewing, and selection.
- c) Communicate with applicants and the committee.
- d) Maintain all necessary records.
- e) Comply with all District policies and procedures.

Committee Vacancies

- a) A member who cannot accept the responsibilities given to the committee shall be replaced.

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- b) When a faculty committee member vacancy occurs and no backup faculty member is available, the Division Dean must select a voluntary replacement from the full-time faculty in that discipline, or if such an individual is not available, a contract/regular Division faculty member who is knowledgeable in the subject.
- c) When the committee chair is vacant, the appropriate Vice President must select an administrator knowledgeable in the Division's subject areas as a replacement.
- d) If a faculty or chair vacancy cannot be filled, or if a committee member is not performing his or her duties, then the appropriate Vice President and President of the Academic Senate shall confer and jointly agree on a course of action.

Development of the Job Description

A job description shall be developed for each approved adjunct faculty position. The purpose of the job description is to document the minimum requirements for a position in sufficient detail to evaluate each candidate's qualifications. The job description shall follow the regular District form for adjunct faculty hiring (Appendix A).

Recruitment

An ongoing recruitment process shall be conducted by the District to identify potential adjunct faculty. The District Office of Human Resources shall be responsible for coordinating recruitment. The recruitment process shall include, but not be limited to, the following:

- a) Distribution of the job description.
- b) Advertisements placed in newspapers and journals, particularly those with readership from historically underrepresented groups.
- c) Recruitment at professional conferences, workshops and local career/job fairs.

In addition, faculty and managers are encouraged to utilize their professional networks, especially to seek applicants from historically underrepresented groups.

Development of the Hiring Pool

The activities to develop the hiring pool shall consist of:

- a) Paper screening applicants' materials to determine their eligibility.

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- b) Verifying the eligible applicants' acceptance into the pool.
- c) Verifying the hiring pool for the adequacy of historically underrepresented groups.

Paper Screening

- a) An applicant can be admitted into the hiring pool at any time unless the job description indicates a closing date.
- b) Paper screening shall begin no later than 10 working days after the closing date or if no closing date has been specified, periodically after the receipt of the applicants' documentation. Only those individuals who submitted complete documentation, as requested in the job description, shall be considered.
- c) Eligibility is to be based on the minimum qualifications. When a person requests equivalency, consideration shall follow the criteria found in Board Policy 3013.
- d) The Division Dean shall notify in writing those individuals accepted into the hiring pool.

Certification of the Hiring Pool

- a) The Campus Affirmative Action Officer, or designee, in consultation with the Division Dean, shall determine whether or not the hiring pool is adequate with regard to historically underrepresented groups. Such determination shall be based upon an analysis of the division and department's current historically underrepresented group members and the availability of historically underrepresented group candidates.
- b) If the analysis indicates that the hiring pool is not representative, the Campus Affirmative Action Officer, in conjunction with the Adjunct Faculty Hiring Committee, shall confer as to the course of action to be taken.

Interviewing and Selection

When a position becomes available, the Adjunct Faculty Hiring Committee shall select from the hiring pool(s) the candidates to be interviewed.

If there are sufficient candidates for a position, a minimum of two candidates shall be invited for an interview. The chair shall notify the candidates of the appointment time and place.

All applicants are to be asked the same questions in the same way, and must have any performance

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tests administered in the same way. Sufficient time should be allotted for the interview to assess the qualifications of each candidate.

The committee, in consultation with the Campus Affirmative Action Officer, may interview outside of the hiring pool if there are no applicants for that particular position and no timely update can be made.

Prior to the interview the following should be prepared:

- a) Interview questions.
- b) An interview rating sheet.
- c) Protocols for appropriate teaching demonstrations, writing samples, and/or other performance indicators appropriate for the position.

During and/or at the conclusion of each interview, each committee member shall independently complete the interview rating sheet and assign the candidate an overall rating.

After all of the interviews have been conducted, each committee member shall independently determine which candidates he/she would recommend before discussion with the other committee members. Strict confidentiality shall be maintained throughout the entire hiring process.

After selection, the Adjunct Faculty Hiring Committee chair shall immediately notify the Campus Affirmative Action Officer. Thereafter the chair will contact the finalist to confirm his or her acceptance of the position. The Division Dean shall forward the recommendation for employment to the appropriate Vice President and the Campus Affirmative Action Officer for sign-off of forms. The signed forms will be forwarded to the District Office of Human Resources where the candidate will be processed.

Following confirmation of acceptance by the successful candidates, the District Office of Human Resources shall notify the other finalists in writing in a timely manner.

Hiring for Occasional and Specialized Courses

Occasional courses are courses that are offered infrequently and not as a matter of routine. Specialized courses are courses that either involve new technology or are unique, and the number of qualified candidates to teach such courses is limited. In these cases, the Hiring Committee shall have the option, with the approval of the Dean of Instruction and the President of the Academic Senate, to hire individuals without regard to the procedures set forth in Sections 1.5 and 1.6 of this document.

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Emergency Hiring Procedure

The Division Dean may have the sole discretion to hire for a particular position if all the following emergency conditions occur:

- a) A vacancy has not been filled or opens within 10 working days prior to the start of class, or a vacancy occurs after the start of class.
- b) The Adjunct Faculty Hiring Committee cannot be convened in a timely manner to select and interview candidates.
- c) The Division Dean will select the candidate from the hiring pool. However, if there are no available candidates, the Division Dean may, in consultation with the Campus Affirmative Action Officer/designee, interview candidates who are not in the pool.
- d) A formal or informal interview is made.

Updating the Hiring Pool

The hiring pool is to be reviewed periodically by the Division Dean and the Campus Affirmative Action Officer. If the pool is determined to be insufficient in relation to the quantity of candidates or historically underrepresented group members, the Division Dean shall be responsible for initiating the appropriate recruitment steps with the District Office of Human Resources.

Campus Procedure Manual

In matters not included in this policy, when appropriate, the campus Academic Senate, in consultation with campus and District administration, shall develop a procedures manual to assure that all divisions and Hiring Committees are knowledgeable about appropriate procedures; e.g., Senate procedures for committee member selection, appropriate communication with and hospitality toward applicants, transportation arrangements, models of rating sheets, etc.

Effective Date

This policy shall become effective the semester immediately after its adoption. The appropriate Vice Presidents, in conjunction with the Division Dean, the President of the Academic Senate, the District Office of Human Resources, and the Campus Affirmative Action Officer, shall develop a timeline for the enactment of each provision.

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Changes in the Hiring Procedure

The Academic Senates, appropriate Vice Presidents, or the Office of Human Resources may propose changes to the hiring procedures outlined in Sections 1.0 through 3.0 of the Adjunct Faculty Hiring Procedure. The representatives of the Academic Senates and administration will jointly develop any revised procedures. The revised procedures shall not deviate from the intent of the policies set forth in Section 1.0 of the Adjunct Faculty Hiring Policy.

Until there is such joint agreement, these procedures will remain in effect.