

Purpose

The purpose of this regulation is to ensure that the Cabrillo Community College District's search and selection process for contract faculty is applied in a consistent and equitable fashion. This regulation was developed to promote the selection of an excellent and diverse faculty.

1. Academic Personnel Requisitions

- a. The hiring process shall be initiated early enough to ensure completion before the end of the academic year.
- b. After the position has been approved through the academic position priority process, the Division Dean*, in consultation with discipline faculty and appropriate division faculty, shall submit the proposed assignment description and qualifications on the appropriate academic personnel form.
- c. The academic personnel requisition shall be approved by the Division Dean, Vice President of Instruction or Student Services, Fiscal Services Manager, and Superintendent/President, and returned to the Human Resources Department for final review and processing.

2. Recruitment of Applicants

A college-wide recruitment budget shall be established. The recruitment plan and activities shall be coordinated through the Human Resources Department, working with the program faculty, Division Dean, Assistant Director of Human Resources (Recruitment & Diversity), and Vice President of Instruction or Student Services. Considered in the recruitment plan will be past successful recruitment data, mailing lists and web pages. The length of the advertising period should be sufficient to allow for adequate distribution and response and to help obtain larger, more diverse applicant pools. Generally, a minimum of six weeks is required.

3. Search and Selection Committee Chair

- a. In consultation with the discipline faculty, the Division Dean shall select a Committee Chair. The chair shall be a contract faculty member; otherwise, the Division Dean will serve as chair. The Committee Chair shall read AR 5105 before proceeding.
- b. The Committee Chair is responsible for keeping the search and selection process proceeding in a timely manner.
- c. The Committee Chair and the Division Dean shall recruit participants as outlined below. Committee members are expected to be knowledgeable about and committed to the diversity values of the College. The Human Resources Department will distribute the list of members to the Assistant Director of Human Resources (Recruitment & Diversity) and Vice President of Instruction or Student Services for approval.
- d. The Committee Chair, where appropriate, shall identify other faculty or staff members who will assist by escorting applicants to the interview and giving them a tour of the campus.

4. Search and Selection Committee Membership

- a. Committee Requirements
 1. An academic employee who has completed the training in nondiscrimination and diversity values provided by the Assistant Director of Human Resources (Recruitment & Diversity) shall be a voting member of the committee.

2. An effort will be made to achieve gender balance in the composition of the committee.
 3. The Assistant Director of Human Resources (Recruitment & Diversity) or designee shall be present for deliberations of the committee to ensure compliance with AR 5105.
 4. No faculty retiree or resignee from the position shall serve on the selection committee.
 5. Committee members have an ethical obligation to remove themselves from the committee when bias or the appearance of bias is present. In order to prevent bias or the appearance of bias, no individual with any relationship to any applicant that would impede an unbiased opinion (including but not limited to spouse, ex-spouse, relative, domestic partner) shall serve on the selection committee. Guidelines for evaluating bias shall be reviewed at the first committee meeting.
 6. The Assistant Director of Human Resources (Recruitment & Diversity) or designee shall serve as a consultant to the committee on the district and state guidelines and is responsible for monitoring the district's search and selection procedures. This responsibility includes but is not limited to a review of the job descriptions and announcements, composition and procedures of selection committees, and the adequacy of the applicant pool.
- b. Members of the committee
1. Faculty (majority of voting members, minimum of 3)
The majority of faculty members on the committee shall be in the discipline of the position, or, if not feasible, in a related subject area. At least one of the committee members shall be qualified in the discipline. The majority of faculty members on the committee shall be contract faculty.
 2. Division Dean
 3. Student (interview only)
The student member of the committee shall not have been the student of any of the interviewees, and shall join the committee for the interviews and deliberations after having read the application packets of those to be interviewed.
 4. Community Representative, (non-college employee) as appropriate.

5. Committee Orientation

The Committee Chair shall have participated in the training provided by the Assistant Director of Human Resources (Recruitment and Diversity) and shall schedule an orientation meeting of all committee members and the Assistant Director of Human Resources (Recruitment & Diversity) or designee. The purpose of the meeting is to review position qualifications, to establish times and locations for paper screening and interviews, and to discuss issues of confidentiality, unbiased participation, equal opportunity and diversity. The Assistant Director of Human Resources (Recruitment & Diversity) or designee shall instruct all participants in search and selection procedures and methods to ensure nondiscrimination and observance of Cabrillo College's diversity values. Committee members shall sign a statement affirming confidentiality and unbiased participation.

6. Evaluation of Applicant Pool

The recruitment period may be extended by the Assistant Director of Human Resources (Recruitment & Diversity), the Director of Human Resources, or the Vice President of Instruction or Student Services if there are insufficient applicants or if additional recruitment could significantly improve the pool.

7. Process for Complaints or Concerns

In the event that there is a question or concern about confidentiality, bias, or procedure or in the event that the process is not proceeding in a timely manner, the Vice President of Instruction or Student Services shall consult with the Faculty Senate President to determine whether the process, committee membership, or committee chair shall be changed, or if the search should be reopened or extended.

8. Review and Selection of Applicants for Interview

- a. Committee members shall use the college application screening evaluation form to rate applications.
- b. After committee members have completed their individual rating of all applications, the committee will meet to determine which applicants to invite for an interview. At this meeting, each voting committee member will put forward her/his highest scored applicants (usually the top 5-7). The committee will review those applicants and recommend candidates for interviews.
- c. The committee will develop the interview schedules (which may include weekends), job-related interview questions, and instructions for the classroom presentation or appropriate job-related demonstration. Any other materials the applicant should bring to the interview will also be identified.
- d. The interview schedule, job-related interview questions, and instructions shall be forwarded to the Human Resources Department for approval by the Assistant Director of Human Resources (Recruitment & Diversity) and the Vice President of Instruction or Student Services. Any changes to the above process shall be reviewed by the Committee Chair prior to the day of the first interview.
- e. Upon completion of the screening process, all applications, screening and interviewing materials shall be secured in the Human Resources Department. The Human Resources Department will notify candidates by phone and mail of their interview appointments. If possible, candidates will be notified of selection two weeks prior to the interview, especially when travel is involved.

9. Interview Process

- a. Prior to the first interview, the committee members shall agree on the scoring procedure and how questions and demonstrations shall be weighted.
- b. Committee members shall use the college interview evaluation form to score each candidate's performance in the interview. A committee member must be present at all interviews in order to participate in this process.

10. Recommendation Process

- a. Immediately upon completion of the interviews, unless there are extenuating circumstances, the committee will make its recommendation, which must include a minimum of three candidates. Candidates may be ranked or unranked. Recommendations must also be accompanied by a written summary of strengths and weaknesses of each recommended candidate. In the event that there are not three qualified candidates recommended, the committee must include a written explanation.
- b. All selection materials and the recommendation form shall be forwarded to the Human Resources Department which will notify the Assistant Director of Human Resources (Recruitment & Diversity) and the Vice President of Instruction or Student Services of the recommendation. The – Human Resources Department will notify candidates not recommended as finalists.

- c. Upon receipt of the committee recommendations, the Vice President of Instruction or Student Services will meet with the committee to discuss the summary of strengths and weaknesses of each candidate.
- d. The Human Resources Department and the Division Dean will conduct confidential reference checks on the candidates recommended. The Vice President of Instruction or Student Services will review the reference checks, interview recommended finalists, and recommend a candidate to the Superintendent/President.
- e. In the event that the Vice President of Instruction or Student Services cannot forward the committee's top ranked recommendation because of exceptional circumstances or compelling reasons, s/he shall review the reasons with the Committee Chair and offer to meet with the committee to discuss the remaining candidates.
- f. In the event that the committee and the Vice President do not agree on the recommendation to be made to the Superintendent/President, the committee and Vice President will reconsider other applicants, or the search will be reopened.
- g. The Superintendent/President shall interview the recommended candidate. Upon approval by the Superintendent/President, the Vice President shall notify the appropriate unit administrator of the Superintendent/President's recommendation. If the Superintendent/President does not approve the candidate, the recommendation will be returned to the Vice President, and the procedures in section 10e will be followed.
- h. The Superintendent/President shall notify the successful candidate of the intent to recommend her/his appointment to the Governing Board. Upon the candidate's acceptance, the Human Resources Department will notify remaining candidates.

11. Emergency Situations in Which Classes Will Not Have Coverage

In the event of a sudden need for a contract faculty member, the Division Dean may assign a qualified applicant from an applicant pool to the position for up to one academic year only. In the event that this is not feasible, the Division Dean may ask the Assistant Director of Human Resources (Recruitment & Diversity), the Director of Human Resources, and the Vice President of Instruction to recommend to the Superintendent/President that the assignment be made without recruitment but with an interview by the Division Dean and at least one faculty member. An assignment made without recruitment will be for a maximum of one academic year.

12. Review and Revision of Search and Selection Procedures

The Search and Selection policies and procedures are subject to review and revision at the request of either the Faculty Senate, the Administration, or the Governing Board. Any proposed revisions shall be reviewed by a joint task force of representatives of the Faculty Senate and the Administration. The Faculty Senate and the Administration shall send forward recommendations to the Governing Board for approval.

*In the case of Counseling, Library or Computing Resources the term "Dean" indicates a chairperson or a director.

Legal Reference: AB 1725, Section 4

Adopted: May 7, 1990

Modified June 1, 1992

Modified February 8, 1993

Modified December 5, 1994;
Modified May 6, 1996;
Modified October 7, 1996
Modified February 2, 1998
Modified March 2, 1998
Modified May 6, 2002