

# **ADJUNCT FACULTY SEARCH AND SELECTION PROCEDURES**

**AR 5105 C**

## **1. Determination of Need for Adjunct Faculty**

The adjunct hiring process shall be initiated when there is a demonstrated or anticipated need for faculty to teach classes or to perform duties when those activities will not be performed by academic contract faculty. The Process shall provide adequate time to be thorough and thoughtful, and the advertising period shall be long enough for adequate local distribution and response to position announcements.

## **2. Academic Personnel Requisitions**

- a. After consultation with the division or department faculty, the Division Dean,–Student Services Administrator, or instructional administrator (hereafter appropriate administrator) and the discipline faculty shall prepare the description of the assignment and qualifications on the Academic Personnel Requisition. The Division Dean or Student Services Administrator shall submit the requisition to the Human Resources Department for routing to the following:

Fiscal Services Manager, Vice President, Instruction or Student Services, Assistant Director of Human Resources (Recruitment & Diversity).

## **3. Recruitment**

- a. The appropriate administrator shall forward to Human Resources recommendations for advertising and distribution of job announcements in addition to the standard advertising of positions. The announcement shall contain information about minimum qualifications, equivalency, and special categories of temporary employment.
- b. The recruitment period shall be a minimum of four (4) weeks unless there is an unanticipated change in staffing needs that requires a shorter period. In such extenuating circumstances, approval must be obtained by Human Resources and the appropriate Vice President.

## **4. Search and Selection Committee**

- a. The appropriate administrator shall solicit volunteers to be committee members and submit the search committee composition sheet to the Human Resources Department.
- b. The search and selection committee shall be composed of at least two (2) contract faculty members. At least one contract faculty member will be from the discipline if possible. A student or community representative on the committee is optional. Participation of a student member is encouraged.
- c. The chair of the committee shall have participated in the training provided by the Assistant Director of Human Resources (Recruitment & Diversity ).
- d. 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.

- f. The Assistant Director of Human Resources (Recruitment & Diversity ) or designee may serve as a resource person at committee meetings.
- g. The committee members shall receive training on Search and Selection procedure. The chair is responsible for scheduling rooms for screening and interviews.

## **5. Review and Selection of Applicants for Interview**

- a. Committee members shall review all position applications in a locale approved by the Human Resources Department.
- b. To rate the applications, committee members shall use the college application screening form.
- c. After committee members have completed their individual rating of applications, the committee shall meet to determine the applicants to be invited for an interview. In the event that an applicant to be invited does not meet the state minimum qualifications and claims to possess equivalent qualifications, the file will be forwarded to the Equivalency Committee in advance of a formal invitation for an interview..
- d. The committee shall agree on the schedule for interviews and shall develop the job-related interview questions and the instructions for any other demonstrations and/or materials to be brought to the interview. The interview schedule, job-related interview questions and instructions shall be forwarded to the Human Resources Department. The schedule (preferably two weeks) shall allow-adequate time for the Human Resources Department to contact the applicants and to schedule interviews. The questions and instructions shall be approved by the Assistant Director of Human Resources (Recruitment & Diversity) or designee.
- e. The Human Resources Department shall notify applicants of interview times by mail and shall prepare interview packets prior to the scheduled interview date.

## **6. Review of the Applicant Pool**

At the close of recruitment, if it is determined that additional recruitment could significantly improve the pool, the search may be reopened or extended.

## **7. Process for Complaints or Concerns**

If there is a question or concern about confidentiality, bias or the integrity of the employment process, the Vice President, Instruction or Student Services shall determine whether the process shall be changed or the position reopened or extended.

## **8. Interview and Recommendation Process**

- a. On the day of the scheduled interviews, the committee chair shall be responsible for all interview materials and applications.

- b. A committee member must be present at all interviews in order to be eligible to participate in the recommendation process.
- c. Each committee member shall use the interview forms to score each candidate's performance in the interview.
- d. The candidates shall be recommended ranked or unranked for specific assignments or adjunct eligibility pool.
- e. Reference checks on applicants recommended for a position shall be completed by the Human Resources Department upon the request of the committee or the administration.
- f. The committee shall complete, sign, and forward the Employment Recommendation Form to the Human Resources Department which shall forward the committee's recommendation to the Assistant Director of Human Resources (Recruitment & Diversity) and the appropriate Vice President.
- g. In the event the Vice President does not agree with the recommendation, s/he shall review the reasons with the committee chair.
- h. When the Vice President agrees with the recommendation, the Human Resources Department shall notify the Division Dean or appropriate administrator and the recommended candidate.
- i. The appropriate administrator shall contact the recommended candidates with specific assignments, contingent upon administrative approval.
- j. Upon confirmation from the recommended candidates, the appropriate administrator notifies the Human Resources Department of their acceptance and expected start date.
- k. The Human Resources Department promptly mails regrets to those candidates interviewed but not selected.

**9. Qualified Applicant Eligibility Pool**

- a. The search and selection committee may recommend an eligibility pool of qualified applicants who may receive future assignments.
- b. The applicants shall be informed by the Human Resources Department of their inclusion in an eligibility pool.
- c. The eligibility pool may be the source for selection for assignments for a period of one calendar year. This can be extended to a second calendar year at the request of the applicant in the eligibility pool. An applicant in the eligibility pool may receive an assignment within the second year although the start of the assignment may be in the next semester.
- d. When an adjunct faculty member has not received an assignment at Cabrillo College for four (4) semesters, s/he will be required to apply for the position through the regular search and selection process.

## **10. Emergency Situations in Which a Class(es) Will Not Have Coverage**

- a. In the event of a sudden need for an adjunct faculty member, the Division Dean may assign a qualified applicant from the eligibility pool to the position.
- b. In the event that an assignment cannot be made from an eligibility pool, the search and selection process shall commence allowing for a minimum period of two (2) weeks for recruitment. Use of substitutes during this period may be authorized.
- c. In the event that (a) or (b) are not feasible, the Division Dean may ask the Director of Human Resources or designee, and the Vice President 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 period not to exceed one academic year.

## **11. Special Category of Temporary Employment**

Cabrillo College may employ graduate students currently enrolled in accredited institutions of higher education as adjunct faculty provided that they (1) are employed only on an adjunct basis, (2) have completed at least one semester or two quarters of a graduate program or, in the case of those disciplines not requiring the masters degree, the faculty intern shall possess any license or certificate required to do that work and (a) be within one year of completing the associate degree and have six years industry experience in the discipline, or (b) have completed the associate degree and have completed five years of industry experience in that discipline, (3) have successful teaching experience, (4) is consistent with the subject area of the student's graduate program or employment, and (5) shall serve under the supervision of a mentor.

Such adjunct faculty members may be employed for one semester only and may be hired for a successive term only if their continuing progress toward the achievement of minimum qualifications.

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