PART-TIME FACULTY
EMPLOYMENT SELECTION PROCEDURES

The purpose of the District’s selection procedures is to ensure a fair and equitable process by which all qualified candidates can be considered and given the opportunity to compete for employment with the District. The recruitment and selection process involves the efforts of all the members of the campus community. Each member plays an important role in selecting a qualified candidate to recommend to the Board of Trustees.

1. IDENTIFICATION OF POSITIONS WHICH WILL BE FILLED

The Instructional Planning and Program Review processes, which are linked to the District’s Educational Master Plan, assist in the identification of positions that the District will fill using the District’s employment selection procedures.

2. EMPLOYMENT REQUEST

2.1 Initiate Employment Request Form
The Division Dean/Area Manager will initiate an Employment Request Form. Employment Request Forms are four-part forms that may be obtained in the District’s Human Resources Office.

2.2 Signatures Required
The Employment Request Form must be signed by:
- The initiating Division Dean/Area Manager who requests authorization to fill a position.
- The initiating Vice President whose signature indicates that the position to be filled has been identified through District-approved procedures.
- The Business Services Budget Department which supplies a position control number indicating that funds are available and authorized in the District’s budget to support the position.
- Human Resources which authorizes posting the position and initiating the employment selection process.

2.3 Draft Job Announcement
After receipt of all authorizing signatures, Human Resources will draft a job announcement and route it appropriately for review.

2.4 Profile Statement
A profile statement is a brief description of the department and the initiatives, programs or focuses of the department and the
division/area that may attract or interest candidates. A profile statement will include the classes that the faculty member is expected to teach; and may include:

- the number of transfer students from the department;
- the current level of staffing in the department;
- the number of programs and/or certificates offered;
- and any other information that may attract quality candidates.

The Division Dean/Area Manager will consult with the Department Chair regarding drafting a profile statement in order to assist in recruiting candidates. The profile statement is subject to approval by the appropriate Vice President.

3. JOB ANNOUNCEMENTS

3.1 Review of Draft Job Announcement

Human Resources will draft a job announcement. The job announcement will be sent to the appropriate Vice President, the Division Dean/Area Manager, the Faculty and Staff Diversity Officer, the Vice President of Human Resources, and the Department Chair for review. The appropriate Vice President, The Division Dean/Area Manager, the Faculty and Staff Diversity Officer, the Vice President of Human Resources and the Department Chair will be advised of any proposed changes.

3.2 Final Job Announcement

Human Resources will prepare and publish the final job announcements for positions based on the department’s profile statement and the State-mandated minimum requirements for the position and/or Board-approved local standards, if any. Job announcements will include pertinent information such as salary, benefits, closing date, and application procedures. Human Resources will provide CCFF with a copy of the job announcements.

3.3 Qualifications in the Job Announcement

Job announcements will include Board-approved local standards for the discipline as well as any preferred qualifications. Preferred qualifications will be developed by the Division Dean/Area Manager and the Chair of the Department.

4. EMERGENCY ASSIGNMENTS

In the event that no full-time or part-time faculty member is able to teach unstaffed classes and the District receives notification of such
inability or vacancy a month or less before the start of a semester AND no viable applicants are in the pool, then the District will approve an emergency assignment of a part-time faculty member for one semester. The department will be required to recruit to fill that vacancy if there is a continuing need.

The following is an exception to the current adjunct hiring process as in 2013-2014, 2014-2015 only:

Deans can request an emergency hire (when there is an actual emergency need) and the qualified individual filling this emergency need can teach for two semesters (consecutive). Upon satisfactory evaluation, we are allowing this individual to be placed into the adjunct hiring pool. We are using this exception until the adjunct hiring process can be reexamined.

4. RECRUITMENT

The District will conduct internal and external recruitments for all part-time faculty positions to attract qualified applicants. The District will, at a minimum, conduct a statewide search. Title 5, § 53021 makes the following requirement for recruitment of part-time faculty:

“Recruitment for part-time faculty positions may be conducted separately for each new opening or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required …”

5.1 Minimum Recruitment Efforts

The District’s recruitment efforts at a minimum will include:

- Listing the faculty job announcement on the District’s website and posting the job announcement in Human Resources.
- Posting the job announcement on the California Community Colleges Equal Employment Opportunity Registry.
- Posting the job announcement at CalJobs through the State Employment Development Department.
- Mailing or emailing the job announcements to those agencies/persons on the list established pursuant to the District’s EEO Plan.

5.2 Additional Recruitment Efforts

The recruiting department, division or area may use other internet websites, job fairs (e.g. the California Community Colleges Registry Job Fair), conferences, publications and/or mailing resources to advertise a position. All recruitment efforts will be approved by the
Vice President of Human Resources and the Faculty and Staff Diversity Officer.

5.3 **Length of Recruitment**
All part-time faculty positions will be open for recruitment on the day that the job announcement is placed on the Human Resources webpage. The recruitment will remain open to accept applications for a minimum of four (4) weeks. If there is a necessity to fill the position quickly, the President/Superintendent and the appropriate Vice President may approve a recruitment period for a shorter period of time.

5.4 **Continuing Recruitment**
A Department may open a “continuing” recruitment for a period not to exceed one year. During that year, the Department may screen the applications when needs arise. The Department will screen all applications that are on file when a need arises and must screen all applications remaining at the end of the year so that the recruitment may be closed and all applicants notified of the final result.

This procedure is designed to allow a department to screen applications periodically and maintain an eligibility list with strong and available part-time candidates. The Department must screen all of the applications on file when a need arises.

A continuing recruitment will be closed at the end of one calendar year. Continuing recruitments may be opened for a period of one semester, six months or any period up to one year to meet the Department’s needs.

If an application is screened during a continuing recruitment and the Department determines that the candidate will not be eligible for future employment, that candidate will be notified at the time the application is screened. The candidate may not re-apply during that recruitment period. The candidate may apply during subsequent recruitment periods.

5.5 **Eligibility List**
When a Department completes a screening of applications, it may certify candidates who will be placed on the Department’s list of candidates who are eligible for future part-time faculty employment, “the eligibility list.” A faculty member who has been employed as a full-time faculty member at Cerritos College within the last five (5)
years may be placed on the eligibility list upon submission of an application for possible employment. Eligibility lists will be retained in Human Resources.

Human Resources will notify candidates that they have been placed on the eligibility list or that they are not eligible for future employment with the District and that they may apply during the next recruitment.

Once a candidate is placed on an eligibility list, he/she will remain on that eligibility list until the Department asks that the candidate be removed from the list. It is advised that the Department review the existing list at least annually to determine if any candidates should be removed from the list. As examples:

- a candidate has acquired full-time employment at another college and has informed the Department that he/she is no longer interested in part-time employment with the District.

OR

- the candidate has been contacted in two or more semesters and offered employment which the candidate has refused.

6. PROHIBITIONS TO SERVING ON A SELECTION COMMITTEE

6.1 Family Relation
An individual is not eligible to serve on a Selection Committee if he/she is related to an applicant for the position. For the purposes of this procedure a relative includes: father, mother, brother, sister, spouse, domestic partner, child, grandchild, stepparent, stepchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, aunt, uncle, niece, nephew, foster child of the individual or any person living in the individual’s immediate household.

6.2 Personal Relationship
An individual is not eligible to serve on a Selection Committee if he/she has a personal relationship with an applicant for the position. A personal relationship is not a working relationship. A personal relationship is one in which the nexus of the relationship is not professional, i.e. personal friends, neighbors, someone the individual dates.

6.3 Recommendation of an Applicant
If an employee writes a recommendation letter for an applicant, that employee is not eligible to serve as a Selection Committee member for the current recruitment. If an applicant submits a letter of recommendation which an employee wrote recommending the
applicant for a recruitment other than the one to which the employee is appointed, the letter of recommendation must be removed from the applicant’s file and the employee is eligible to serve on the Selection Committee. The applicant may, time permitting, be notified by phone or e-mail that the letter of recommendation has been removed from the application and allowed to provide another letter of recommendation for a period of five (5) days.

6.4 **Conflict of Interest**
An individual is not eligible to serve on a Selection Committee if that individual shares or has shared a financial interest, an income or a property interest with an applicant for the position.

7. **SELECTION COMMITTEE COMPOSITION**

7.1 **Members of the Committee**
The voting members of the Selection Committee for a part-time faculty position are:
- The Division Dean/Area Manager and
- The Department Chair or his/her designee and not more than two (2) additional full-time tenured (if possible) faculty members appointed by the Department.

7.2 **Non-Voting Members**
The District encourages the Selection Committee to include both a non-voting student and classified representative on the Committee; however, it is optional and left to the discretion of the Committee. The Selection Committee may also find it beneficial to solicit the input of a person with special knowledge and expertise by inviting them to join a selection committee. Examples might be a faculty member from another college or a community member with subject matter expertise. The Department Chair of the recruiting department will recommend specific student and classified members to the ASCC and CSEA, respectively.

Optional non-voting members may be:
- One (1) non-voting student representative appointed by ASCC
- One (2) non-voting classified representative appointed by CSEA
- Any resource person(s) the Department Chair designates.

Non-voting members will be invited to serve on the Committee in a limited capacity. The non-voting member will not screen the applications and will not select the candidates for interview. However, the non-voting member will review the files of the candidates chosen the Selection Committee for interview; will observe the interviews; and
will provide input to the Committee on the recommendation of candidates to be placed on the eligibility list.

7.3 Selection Process Monitor
Every Selection Committee will have a Process Monitor who has been appropriately trained to fill this role as described in the District’s EEO Plan. The Process Monitor may be a voting member of the Selection Committee. However, if no voting member is trained as a Process Monitor, then a Process Monitor will be appointed by Human Resources and that Process Monitor will serve on the Selection Committee in a non-voting capacity.

The primary responsibility of the Process Monitor is to ensure that District procedures are followed in the selection process. The Process Monitor will serve as a resource to the Selection Committee to answer questions; act as a liaison with Human Resources to coordinate the process; and act as the timekeeper for the Committee. After the Selection Committee recommends candidates for the eligibility list, the Process Monitor will sign a statement indicating that, to the best of the Monitor’s knowledge, the Committee followed the District’s employment selection procedures in selecting candidates for the eligibility list.

8. ELECTION AND DUTIES OF COMMITTEE CHAIR
The Division Dean/Area Manager will coordinate the selection process with Human Resources. The Selection Committee may elect a Committee Chair to perform the following duties:

- Lead discussions on the development of the paper screening tool, interview questions and any skills testing.
- Lead discussions on candidate qualifications in the selection of candidates for interview.
- Greet each candidate at the interview, describe the interview process to the candidate, including the time allotted for the interview and any specific exercises and/or skills tests during the interview process, and facilitate the introductions of the Committee members.
- Lead discussions of candidate qualifications for candidates to be placed on the department’s eligibility list.

The Selection Committee Chair will make every effort to ensure that the considerations of all Committee members are heard and considered. The Selection Committee Chair will ask each Committee member for input in Committee discussions and will conduct voting procedures if decisions are not made by consensus.
9. CONFIDENTIALITY AND RECORD-KEEPING

During the Selection Committee process, all members of the Selection Committee serve as agents of the Board of Trustees in reading applications, interviewing candidates, participating in deliberations and making recommendations for the department’s eligibility list. Two of the most important functions which Committee members perform are maintaining the confidentiality of the process and producing accurate and reliable records of the process.

9.1 Confidentiality

Each Committee member must agree to maintain the confidentiality of the selection process in order to be eligible to serve in a selection process. The information which should be treated with confidentiality includes, but is not limited to:

- the names of applicants,
- the paper screening tool, interview questions and any skills testing or exercises, including the teaching demonstration.
- the information contained in applications, including the District application forms, candidates’ résumés, candidates’ letters of application, candidates’ transcripts, and letters of recommendation, if any.
- information about candidates’ performance in interviews and/or skills testing or exercises.
- deliberations, scoring and/or comments of Selection Committee members in the Selection Committee process.

The guarantee of confidentiality ensures that candidates may apply for positions at the District and that the information supplied to the District will not be shared. This encourages candidates to be forthcoming in their applications and to feel safe in having open, honest and frank discussions with the Selection Committee. The guarantee of confidentiality also provides a secure environment for the Selection Committee to have thorough discussions about candidates’ qualifications and about how the candidates meet the needs of the department, division or area.

In order to further ensure confidentiality, all application materials will be retained in Human Resources unless removed to the location at which the Selection Committee is meeting to discuss the applications. All paper screening tools, interview questions and skills testing or exercises will be maintained in Human Resources. Each Selection Committee member will have a file and any notes or scores will be maintained in that file in Human Resources.
9.2 Record-keeping

The District will retain all records required by Title 5 regarding the recruitment and hiring.

All of the materials submitted by candidates in a selection process become records of the District. Selection Committee members should not mark up, correct or in any way alter the records that the candidates submit.

All of the materials developed by the Selection Committee are the District’s records. This includes notes on the development of the paper screening tool, interview questions, skills testing and/or exercises; notes about candidates’ qualifications or responses to interview questions; scores; and spreadsheets. Selection Committee members are encouraged to take notes which indicate the strengths and weaknesses of each candidate for the District’s records. Selection Committee members are the District’s record-keepers.

All materials submitted by the candidates and produced by the Selection Committee members are deemed to be Class 3 District records and will be maintained for a period of at least three (3) years pursuant to state law and regulations.

10. SELECTION COMMITTEE TRAINING

All individuals who participate on a Selection Committee, whether or not they are voting members, will complete and maintain currency in Selection Committee Training. All Selection Committees will have a selection Process Monitor who has completed Selection Process Monitor Training.

10.1 Selection Committee Training

All individuals who participate on a Selection Committee will receive appropriate training on the District’s selection procedures and requirements of Title 5 and of state and federal nondiscrimination laws. The individual must attend a Selection Committee Training online or in person. In addition, the Vice President of Human Resources and the Faculty and Staff Diversity Officer will ensure that the training addresses the requirements of Title 5 and best practices for Selection Committee members.

All Selection Committee members must complete Selection Committee Training. After the initial training session, members must complete an online or in-person training session at least once every two (2) years.
prior to service. Selection Committee Training workshops will be offered through the Staff Development Department by Human Resources.

All persons will have completed Selection Committee Training within two (2) years of the time when they participate on a Selection Committee. It is the responsibility of the Selection Committee Process Monitor and Human Resources to ensure that Selection Committee members have current training.

An in-person Selection Committee Training will be offered a minimum of four (4) times per calendar year. Online Selection Committee Training will be available year-round. It is each member’s responsibility to complete a training session in order to participate on a Selection Committee. A member may not be appointed to a Selection Committee until the training is completed. At the beginning of each Spring semester, Human Resources will provide a list of faculty who have current training to the Faculty Senate President.

10.2 Selection Process Monitor Training
Each Selection Committee will have one (1) member of the Committee designated as the Selection Process Monitor. The Selection Process Monitor may be a voting or non-voting member of the Committee.

It is the responsibility of the Selection Process Monitor to certify that all Selection Committee members, as required, follow District procedures and federal and state laws during the selection process. In addition, the Selection Process Monitor will act as resource for selection procedures and as a liaison with Human Resources during the process and will ensure that necessary forms and paperwork are completed in the process.

The Selection Process Monitor will complete online or in person training at least once every two (2) years to remain current in the laws and procedures of the District with regard to selection and employment. Selection Process Monitor Training is offered through the Staff Development Department by Human Resources. Selection Process Monitor Training will be offered a minimum of two (2) times per calendar year and will be available year round online.

11. MEETINGS OF THE SELECTION COMMITTEE

11.1 Selection Committee Meetings
Meetings of the Selection Committee must be scheduled when all Committee members are able to attend. The Selection Committee will not meet when one (1) or more voting members are not present. The Committee cannot meet unless the Process Monitor is present at the meeting. The Committee may meet when a non-voting member is not present.

11.2 Emergencies

Situations may occur which cannot be foreseen or controlled. If a Committee member fails to complete paper screening prior to the meeting to select candidates for interview, the Committee must reschedule that meeting. If a Selection Committee member has completed paper screening and is unable to attend the meeting to select candidates for interview, the Committee will first try to reschedule the meeting. If the absent Committee member will not be available for a prolonged period of time, e.g. more than a week, the Committee may:

- Allow Human Resources to contact the constituent group of the absent member to appoint an alternate member to the Committee. The Committee will then meet when the alternate member has completed paper screening; or
- If time does not permit, the absent Committee member’s scoring sheets will be shredded and the Committee will select candidates for interview with the Committee members who are present.

If a Selection Committee member is unable to attend interviews once the candidates are selected, the Committee may:

- Allow Human Resources to contact the constituent group of the absent member to appoint an alternate member to the Committee. The alternate Committee member must read the files of the candidates who were selected to interview and may participate in the interview process; or
- If time does not permit, the Committee will conduct interviews with the Committee members who are present; or
- If the Committee consists of two (2) members, the Dean and the Department Chair or the Chair’s designee, the absent member must be replaced by a member of the constituent group.

If a committee member attends one (1) or more interviews but is unable to attend all interviews, the absent committee member will not continue to participate in the interview process or in the selection of candidates for the eligibility list. The absent committee member’s scoring sheets and notes will be shredded. The Committee will select
candidates with only the committee members who are present for all interviews.

If the committee consists of two (2) members, the Dean and the Department Chair of the Chair’s designee, the absent member will be replaced and the interviews will be completed with a substitute. After interviews are completed, the two (2) committee members and the substitute will meet and select candidates for the eligibility list.

11.3 First Meeting of the Selection Committee
The first meeting or meetings of the Selection Committee should be scheduled prior to the closing date of the recruitment or when the Department has first identified a need to screen applications from a continuing recruitment. At the first meeting or meetings, the Committee members will do the following:
- Ensure that all members have Selection Committee training;
- Elect or designate a Chair of the Committee;
- Develop a paper screening tool;
- Develop interview questions, and any skills testing;
- Calendar the dates on which the Committee will meet to select interview candidates and the dates on which interviews will be conducted.

The candidate files will not be released to the Selection Committee for paper screening until these tasks are completed. All notes of the Selection Committee will be retained in files in Human Resources.

Human Resources will provide paper screening tools, interview questions, skills testing tools, and other relevant materials from previous selection committees upon request by the current Selection Committee. The Selection Committee may use these materials to assist in the development of paper screening tools, interview questions, skills testing tools, and other evaluative materials relevant to the current recruitment.

11.4 Paper Screening Applications
Selection Committee members may paper screen applications in Human Resources on an individual basis as each member’s schedule allows. Human Resources may be opened to Selection Committee members in the evening or on weekends when the office is normally closed by notifying Human Resources in advance of the need to paper screen. Human Resources will notify Campus Police who will open the office for a Selection Committee member.
11.5 Subsequent Meetings of the Selection Committee
Selection Committee members will meet as a Committee to select
candidates for interview and to conduct candidate interviews.
Selection Committee members should be mindful in selecting a site for
candidate interviews that the site should make the candidate
comfortable and will represent the campus to the candidates. Human
Resources will contact candidates to schedule interviews.

If there are very few applications to screen, Committee members may
meet and screen the applications and select candidates for interview in
one meeting. Human Resources will contact candidates to schedule
interviews.

12. CANDIDATE ASSESSMENT BY THE SELECTION COMMITTEE

12.1 First Meeting
The Selection Committee, at its first meeting, will design the selection
process which it intends to use. The Selection Committee may
designate a subcommittee to review minimum qualifications for
education and experience or, if there are only two (2) members on the
Committee, may review the applications for minimum qualifications
first.

The Selection Committee may use various means to assess each
candidate’s education, experience, knowledge, skills and abilities. The
Selection Committee may include, but is not limited to, traditional
paper and pencil tests, performance tests of physical, educational, and
work experience requirements, interviews/oral examinations, and
paper screening/review of application forms.

Human Resources will inform the Selection Committee about the
number of completed applications received at the time of the first
meeting. If a pool is small, the Selection Committee may determine
that it will interview all candidates who meet minimum qualification for
education and experience. However, in most cases, a paper screening
tool is advised to evaluate the applicants’ qualifications based on their
application materials.

12.2 Knowledge/Skills/Abilities Testing
The Selection Committee may test a candidate’s knowledge, skills and
abilities. This may include, but is not limited to, demonstrations,
presentations, writing and/or speaking exercises, and role playing
exercises. A teaching demonstration will be required for all instructional positions.

“For faculty and administrative positions, job requirements shall include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.” (Title 5, § 53022) “All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be: ... (2) designed to ensure that for faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students”. (Title 5, § 53024 (a) (2)) The District recommends that this testing is accomplished by asking at least one (1) appropriate interview questions.

The Selection Committee may determine the order in which it chooses to conduct testing. As an example, skills exercises, such as the teaching demonstration, may be administered before, during or after the interview/oral examination. The Selection Committee can choose to have candidates receive a question/exercise and the teaching demonstration which requires preparation before they come to the interview/oral examination.

12.3 Testing Approval
The Selection Committee is free to design any testing that is based on the information contained in the job announcement or based on the knowledge, skills and abilities that will be needed to perform the job. Testing that presumes to evaluate or elicit interests, beliefs and/or general philosophies that are not job-related is not permitted.

The Selection Committee will design the testing for a particular position and submit the testing to the Faculty and Staff Diversity Officer for review and approval. When the Faculty and Staff Diversity Officer approves the testing, the pool will be certified for release to the Minimum Qualifications Screening subcommittee or Selection Committee.

The pool of applications will not be released to the Selection Committee or, if applicable, to the Minimum Qualifications Screening subcommittee before testing is approved in order to avoid claims of bias for/against particular candidates in the pool.
12.4 Minimum Qualifications Screening
The Selection Committee may choose to select one (1) manager and one (1) faculty member to form a Minimum Qualifications Screening Subcommittee. The Minimum Qualifications Screening Subcommittee will review the applications for *minimum qualifications for education and experience* and for local standards, if any. The Subcommittee will not review any other stated qualifications.

The Minimum Qualifications Screening Subcommittee will then sign the appropriate authorization sheet and those applicants who meet minimum qualifications for education and experience will be forwarded to the Selection Committee for review.

If there are very few applications for a position, the Selection Committee may determine minimum qualifications as part of the screening process or determine that it will interview all applicants who meet minimum qualifications for education and experience.

Both members of the Minimum Qualifications Screening Committee or all of the members of the Selection Committee must agree on the minimum qualifications. If the Minimum Qualifications Subcommittee cannot agree on a recommendation or chooses not to make a recommendation on an application, that application will be forwarded for a decision by all of the voting members of the Selection Committee. If all of the members of the Selection Committee cannot agree on minimum qualifications, a simple majority vote of voting Committee members will determine the result.

If the Division Dean/Area Manager and the Department Chair or designee are the only members of the Committee, deference will be given to the faculty determination.

12.5 Equivalency
If an applicant submits his/her application with a request for equivalency consideration, Human Resources will forward that request to the Hiring Standards Committee.

If the Minimum Qualifications Screening Subcommittee determines that they would like to consider an application that the Subcommittee determines does not meet minimum educational qualifications, then the Subcommittee may request that Human Resources forward the application to the Hiring Standards Committee.
If all of the voting members of a selection committee determine that they would like to consider an application that the committee determines does not meet the minimum educational qualifications, then the committee may request that Human Resources forward the application to the Hiring Standards Committee.

All determinations made by the Hiring Standards Committee will be binding on the Selection Committee.

12.6 Internal Candidates
The Selection Committee will refrain from discussing any knowledge about an internal candidate’s performance in the workplace at Selection Committee meetings. No positive or negative comments which are not related to the application, testing or the interview should be made about any employee who has submitted an application for a position at the District.

If a Selection Committee member has information concerning a candidate which the member believes should be evaluated in considering the applicant, that Selection Committee member should provide that information to the Committee Chair outside of a Committee meeting. Such information will be deemed reference information and will be provided for verification to the individual who is assigned to check references.

12.7 Paper Screening
Each Selection Committee member will review every application in the applicant pool; however, if the Selection Committee formed a Minimum Qualifications Subcommittee, then the Selection Committee will review only the applications forwarded by the Minimum Qualifications Subcommittee. The Selection Committee will use the paper screening tool and their knowledge of the requirements of the position to evaluate candidates.

When review of the applications is completed by all Selection Committee members, Human Resources will develop a spreadsheet of all of the ratings. All members of the Selection Committee will then meet to select candidates for interview/oral examination.

The Selection Committee is advised to review the spreadsheet and to pay particular attention to disparate scoring of any applicant, i.e. an applicant who receives a very high score from some members and a very low score from others. Selection Committee members are
encouraged to discuss the candidates’ qualifications stated in the application in depth.

Selection Committee members may change their score(s) for one (1) or more candidates based on the discussion of the Committee. It is important to remember that if a score is changed, then the supporting paper screening tool must also be changed. The Committee Chair and the Process Monitor are responsible for making a record of any scores that are changed during discussions.

The Selection Committee will vote on the applicants who will be invited to interview/oral examination. The Selection Committee is a democratic body and each member must be willing to abide by the decision of a simple majority of the Selection Committee. The Selection Committee is encouraged to invite a broad and diverse pool of candidates for interview/oral examination. The Selection Committee is reminded also that the scoring must support the candidates recommended for interview.

The Selection Committee Chair will provide Human Resources with the following:

- A list of the candidates invited to interview,
- Any question that requires candidate preparation prior to the interview,
- Specific instructions necessary for the teaching demonstration,
- The amount of time for each interview,
- Whether the candidate may preview the questions prior to the interview and, if so, how much preview time, and, if appropriate,
- Whether to advise the candidates that a whiteboard, computer projector, or other resources will be available.

### 12.8 Candidate Notification

Human Resources will contact the candidates by phone and confirm the interviews/oral examinations by mail and/or e-mail. The confirmation will provide the candidate with the information approved by the Selection Committee.

### 12.9 Interview/Oral Examination

The Selection Committee will develop interview questions which will comprise an oral examination. Interview questions may be based on the information contained in the job announcement or may probe the candidate’s knowledge and experience. Each candidate interviewed will be asked the same questions.
Selection Committee members may assist candidates in setting up technical support for presentation or demonstrations. If the technical support does not work, extra time may be provided to a candidate to resolve the technical problem as long as it does not significantly impact the appointment times of other candidates. Selection Committee members may assist candidates by handing out materials. It is important that all candidates receive sufficient support to allow them to complete the interview process successfully.

Each candidate will be informed of the amount of time that is scheduled to spend with the Selection Committee and the Process Monitor will act as a timekeeper. The Process Monitor may advise the candidate of the elapsed time during the interview if the Process Monitor feels that it is needed. If a candidate does not complete the oral examination in the allotted time, the interview process will be terminated at the end of the allotted time and the candidate will be scored on the completed questions.

When scheduling a room for the interview process, the Selection Committee should evaluate the environment. If the candidate will need to make a presentation, a room which supports the presentation, i.e. a smart classroom, should be considered. Remember that the candidate is evaluating the District and the working environment while interviewing.

It is advised that:

- The Selection Committee Chair introduces the candidate, and that the Selection Committee members introduce themselves to the candidate. The Selection Committee Chair asks the first and the last questions in the process.
- The Selection Committee ensures that the candidate is seated comfortably and has water.
- A copy of the interview questions is placed on the table in front of the candidate to read as well as hear during the interview.
- Each Selection Committee member asks at least one (1) question, if possible.
- The first question asks the candidate for a description of the candidate’s experience, education and/or qualifications.
- If time permits, the candidate may be allowed not more than two (2) minutes to make a summary or final statement which is unscored. At the discretion of the Committee, statements may be used in scoring any question asked during the interview.
- The candidate may be asked for any questions about the position or the process.
Follow-up questions during the interview/oral examination should be limited. A Selection Committee member may ask a follow-up question if the member needs additional information in order to fairly evaluate a response.

A candidate may always be asked to expand on an answer or give an example from his/her work experience. If a candidate is asked a string or compound question and does not fully answer the question, a Selection Committee member may ask for the omitted information.

A Selection Committee member may not ask a candidate to provide information related to the application materials. A Selection Committee member may not ask any questions that are unrelated to the approved questions. The Selection Process Monitor or the Selection Committee Chair will interrupt follow-up questions that open new areas of questioning.

Selection Committee members should not engage a candidate in conversation that is not part of the interview. Selection Committee members may answer questions that a candidate poses at the end of the interview when all scored questions are completed.

When all candidates have completed the interview/oral examination, the Selection Committee will deliberate. The charge of the Selection Committee is to develop a list of candidates eligible to teach as part-time faculty members.

Selection Committee members should complete a spreadsheet indicating the scores received by each candidate. The Selection Committee should thoroughly discuss the candidates’ qualifications and any disparate scoring received by any candidate(s).

13. RECOMMENDATION OF CANDIDATES FOR THE ELIGIBILITY LIST

The choice of candidates to be placed on the eligibility list is a committee decision and the committee should work for consensus. If the committee cannot agree, then the decision will be reached by vote. If there are only two (2) members of the committee or the committee is divided, deference will be given to the faculty vote.

The Selection Committee Chair will notify Human Resources of the candidates to be placed on the eligibility list and those who will not be
considered for further employment. Human Resources will notify all candidates who completed an application of the results of the selection process.

14. REFERENCE CHECKING

References will be checked for every candidate who is recommended to the Board of Trustees for employment. The appropriate Vice President is responsible for ensuring that references are checked. The Division Dean/Area Manager or his/her designee will check references using a District-approved form. Reference checking will not be limited to the names specified by the candidate. Reference checking will be thorough and complete. No offer of employment will be made until the reference checking process is completed.

For part-time candidates for employment, it is not necessary to check references until the candidate is considered for employment. Not all candidates placed on the eligibility list must have their references checked.

The fingerprinting of a potential part-time faculty members is part of the reference checking procedure.

15. RECOMMENDATION TO THE BOARD OF TRUSTEES FOR EMPLOYMENT

An offer of employment, contingent on Board approval, will be made to a candidate who is on an eligibility list. If the candidate accepts the contingent offer, the candidate’s name will be recommended to the Board of Trustees for employment.

It is preferred that a part-time candidate be approved by the Board of Trustees for employment before the candidate begins employment. However, if a need arises and is approved by the appropriate Vice President, the part-time candidate may begin teaching and his/her employment may be ratified by the Board of Trustees.