

Yosemite Community College District CONTRACT FACULTY HIRING PROCEDURES

I. Philosophy

The faculty hiring process shall provide for a college faculty of highly qualified people who are experts in their subject areas, who are skilled in teaching and serving the needs of a varied student population. They shall enhance overall college effectiveness, and be knowledgeable of, and themselves represent the diversity of the district's adult population.

These hiring procedures and guidelines have been developed through the cooperative effort of the faculty and the appointed administration of the Board of Trustees. The faculty derives its authority from their expertise as teachers and subject matter specialists and their status as professionals. The Board of Trustees derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public.

The collective responsibilities of the faculty and the appointed administration of the Board of Trustees include identifying positions; following our affirmative action policy; reviewing and formulating job descriptions; advertising positions; screening, interviewing, selection, and assisting in the support and evaluation of the successful candidate.

All procedures relative to faculty hiring shall be characterized by strict confidentiality, will conform with federal and state statutes and will further the goals of our affirmative action policies.

II. Affirmative Action/Staff Diversity

We are strongly committed to achieving staff diversity through affirmative action. It is recognized that achieving staff diversity is a shared responsibility and requires the involvement of the appointed administration of the Board of Trustees and faculty in promoting affirmative action principles.

We have adopted an affirmative action policy and plan in accordance with state guidelines. Consistent with our affirmative action policy:

- A. Tenure track vacancies shall be advertised widely with special emphasis on recruitment sources serving women, racial/ethnic minorities and the disabled.
- B. Participants in the screening and selection process shall receive training on faculty selection procedures with special emphasis on affirmative action policy and goals.
- C. Selection committees shall be informed of federal, state and District guidelines on fair employment practices and staff diversity and the Vice Chancellor, Human Resources, shall monitor application of affirmative action procedures including prior review/approval of:

- Job descriptions/vacancy notices
- Composition of selection committees
- Rating criteria
- Interview questions
- Committee documentation
- Diversity of the applicant pool

- D. The selection process shall be based solely upon job-related criteria and a fair impartial examination of the candidates.

III. Job Descriptions

Consistent with the comprehensive planning process, subject area needs shall be reviewed by the discipline administrator and faculty to determine strengths, weaknesses, affirmative action goals, and the need for additional full-time faculty.

The selection committee shall develop the faculty job description and desirable qualifications. In special cases faculty and/or administrators from other campuses of the district or faculty/administrators from other colleges/universities, or outside agencies may be part of this process.

Approval of open positions and initiation of the hiring process shall occur early in the academic 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 normally be sixty (60) days to allow for adequate distribution and response and to help obtain larger and more balanced pools of applicants.

IV. Hiring Criteria: Minimum and Desirable Qualifications

The minimum qualifications shall be the academic qualifications adopted by the Board of Governors of the California Community Colleges. Additional minimum qualifications will include a candidate's knowledge of and ability to appraise the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students. Further, a candidate should possess the ability to contribute to the diverse cultural and ethnic experience of community college students.

Desirable qualifications may include:

- A. Preparations beyond the minimum set by law and regulation if this provides the basis for better teaching or other service narrower in scope from a discipline.
- B. Measures of pedagogical skill such as evaluations of prior experience, education in pedagogy, or demonstrations of effectiveness as a teacher, counselor, librarian, or other faculty member.

Whenever the Vice Chancellor, Human Resources and/or the Affirmative Action Officer feels that a position's desirable qualifications are questionable, a discussion shall occur with the selection committee chair to resolve the issue.

V. Equivalency Policy and Procedures for Contract and Temporary (Adjunct) Faculty

POLICY

It is the policy of Yosemite Community College District that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people: (a) who are expert in their subject areas; (b) who are skilled in teaching and serving the needs of a varied student population; (c) who can foster overall college effectiveness; and (d) who are sensitive to the racial and cultural diversity of the adult population of the state of California.

The governing board, represented by the administration, has the principal legal and public responsibility for ensuring an effective hiring process, including action on the equivalency as part of its subsequent hiring action. The faculty, represented by the respective Academic Senate of Modesto Junior College and Columbia College, has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process, which ensure the quality of faculty peers.

One part of the process needed to fulfill these responsibilities is a procedure for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Disciplines List as minimum qualifications, nevertheless does possess qualifications that are at least equivalent.

The procedure will require that the decision to grant equivalency be the responsibility of discipline faculty working through an Equivalency Committee created by the Academic Senate. The Academic Senate and college administration will be responsible for establishing and monitoring the process to assure its fairness, efficiency, and consistent adherence to standards.

Qualifications

The equivalency process provides a specific and comprehensive way to determine if a candidate meets the requirements to be granted equivalency. Candidates who have completed all the appropriate course work for a particular degree but do not possess the specific degree named on the Disciplines List may possess equivalent qualification. In some instances, a candidate who is obviously well qualified will be able to demonstrate through publications or other substantial achievements that he or she has qualifications equivalent to those specified in the Disciplines List. An applicant who claims equivalent qualifications will have to provide conclusive evidence, as clear and reliable as the college transcripts being submitted by the other candidates, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. Specifically, an applicant making the claim must provide conclusive evidence in regard to the following:

For disciplines requiring a Master's Degree:

Possession of a bachelor's degree from an accredited institution, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment, AND

- I. For establishing the equivalent of a required *Master's* degree, possession of at least the equivalent in level of achievement and breadth, depth of understanding, and rigor for each of the following as separate and distinct criteria:
 - A. The General Education required for that degree; **AND**
 - B. Course work required for the degree major.

A candidate must provide conclusive evidence in regard to both A and B above to be considered to possess the equivalent of the degree in question.

OR

- II. For the equivalent of required experience, possession of thorough and broad knowledge for each of the following as separate and distinct criteria:

- C. Mastery of the skills of the vocation thorough enough for the proposed specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline; **AND**
- D. Extensive and diverse knowledge of the working environment of the vocation.

A candidate must present conclusive evidence in regard to both C and D above to be considered to possess the equivalent of the experience in question.

Evidence

Conclusive evidence shall at least include one of the following:

1. A transcript showing that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the US Department of Education;
2. Publications that show the applicant's command of the major in question, his or her general education, or his or her writing skill;
3. Other work products that show the applicant's command of the major or occupation in question;
4. Work experience verification.

For disciplines in which the Master's Degree is not generally expected or available:

For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, which are, generally, disciplines in specialized technical, trade, or industrial fields, either of the following:

- A Possession of a bachelor's degree from an accredited institution, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment, plus two years of professional experience, plus appropriate certification to practice or licensure or its equivalent, if available.
- B Possession of an associate degree from an accredited institution in a discipline reasonably related to the faculty member's assignment, plus six years of professional experience, plus appropriate certification to practice or licensure or its equivalent, if available.

Evidence

Conclusive evidence shall at least include one of the following:

1. A transcript showing that the applicant successfully completed appropriate courses at a regionally accredited college or equivalent foreign institution whose accredited status is recognized by the district;
2. Publications that show the applicant's command of the major in question, his or her general education, or his or her writing skill;
3. Other work products that show the applicant's command of the major or occupation in question;
4. Work experience verification.

Academic Senate Equivalency Committee Responsibility

The Academic Senate Equivalency Committee shall review the documentation of evidence and the signed *Determination of Faculty Equivalency* form. The equivalency committee's oversight of this information is to determine if the candidates seeking equivalency warrant an interview.

No candidate shall receive an interview unless the minimum qualifications or the equivalent of the minimum qualifications as specified in the current Chancellor's Office Minimum Qualifications are met. If any screening committee has chosen candidates for interview who do not meet these minimum qualifications and are requesting that equivalencies are granted, then the Academic Senate Equivalency Committee shall evaluate these applicants' claims of equivalency according to the procedures described below.

The application and supporting materials for any candidate who does not meet the minimum qualifications or equivalency shall be forwarded to the equivalency committee of the academic senate for review prior to any candidate receiving an interview.

PROCEDURES

Due to the significant difference in size and scale between Columbia College and Modesto Junior College, the procedures for completing the equivalency process vary. Modesto has chosen to have a discipline-based equivalency pre-screening committee which will send its recommendations on to a permanent Academic Senate Equivalency Committee. Columbia College has chosen to create discipline focused Equivalency Committees, chaired by the Academic Senate President, as needed.

MODESTO JUNIOR COLLEGE

Discipline Prescreening Committee Procedures

At MJC, prescreening of applications shall be done in accordance with the district hiring policy as jointly developed and agreed upon by the academic senate and the governing board (See Education Code 87358). Prescreening minimum qualifications or pre-established equivalence will be done by the discipline prescreening committee; this committee shall consist of three full-time faculty members within the discipline where equivalency is being sought. If there are not at least three full-time members of the discipline in question, the Academic Senate President may call on part-time faculty or faculty members from a related discipline to help in this task. If the discipline prescreening committee agrees that a candidate should be considered for equivalency, they will forward the *Determination of Faculty Equivalency* form—with their signatures—and the accompanying documentation of evidence regarding the candidate's equivalency to the Academic Senate President who will meet with the Senate Equivalency Committee. The immediate administrator's signature is also required before this form can be forwarded to the Academic Senate President. The discipline prescreening committee shall also send to the equivalency committee a separate statement for each criterion of equivalency claimed by the applicant.

Academic Senate Equivalency Committee Procedures

The responsibility of the academic senate's equivalency committee is to ensure that selection committees all follow the same process for determining equivalency. The academic senate equivalency committee shall consist of three members appointed by the Academic Senate President with each member selected for a term of at least one year. The Academic Senate President will

chair the equivalency committee. The committee shall meet within five working days of receiving materials from the discipline prescreening committee to review that work. It is recommended that one of the discipline prescreening members attends this meeting for informational—but non-voting—purposes.

The equivalency committee will: (a) review the signed *Determination of Faculty Equivalency* forms; (b) review all relevant evidence used to support granting equivalency as outlined in this document; (c) seek clarification with the discipline prescreening committee regarding the evidence provided and the process used in forwarding each equivalency applicant's request; and (d) either agree or disagree with the discipline prescreening committee's recommendations.

All requests for equivalency that have been approved will require additional signatures from the equivalency committee members and the Academic Senate President. The completed *Determination of Faculty Equivalency* form will then be sent to the YCCD Human Resources department for further processing. The Human Resources department will make sure that copies of all approved faculty equivalencies (i.e., containing ALL signatures) will be forward to: (a) the instructor's personnel file; (b) either student services OR the instruction office, as appropriate to the hire; (c) the immediate supervisor; and (d) the applicable Academic Senate office.

All requests for equivalency that have been denied will have the opportunity to re-apply provided that areas of concern have been addressed. It is expected that this *Equivalency Policy and Procedures* document will be updated and revised to reflect a clearer discussion of any appeals process. Regardless, any equivalency candidate who does not have a completed *Determination of Faculty Equivalency* form—with all of the required signatures—shall not be hired by the board to teach Yosemite Community College District.

COLUMBIA COLLEGE

The responsibility of the academic senate's equivalency committee is to ensure that selection committees all follow the same process for determining equivalency. The academic senate equivalency committee shall consist of three members including two members from the discipline where equivalency is being requested and the Academic Senate President, who will chair the committee. If there are not two available members from the discipline, the AS President will appoint a third person from an appropriate discipline. If the Academic Senate President is from the same discipline as that being requested in the equivalency, the third member of the committee will be appointed from a differing discipline. The committee shall meet within five working days of receiving materials from the administrative dean to review.

The equivalency committee will: (a) review all relevant evidence used to support granting equivalency; (b) seek clarification regarding the evidence provided and the process used in forwarding each equivalency applicant's request; and (c) either agree or disagree and sign the Final Determination of Equivalency Form.

The completed *Determination of Faculty Equivalency* form will then be sent to the YCCD Human Resources department for further processing. The Human Resources department will make sure copies of all approved faculty equivalencies (i.e., containing ALL signatures) will be forwarded to: (a) the instructor's personnel file; (b) Student Learning Offices; (c) the immediate supervisor; and (d) the Academic Senate office. Any denied equivalency applications will be filed in the Student Learning Offices and the Academic Senate office.

All requests for equivalency that have been denied will have the opportunity to re-apply provided that areas of concern have been addressed. It is expected that this *Equivalency Policy and Procedures* document will be updated and revised to reflect a clearer discussion of any appeals process. Regardless, any equivalency candidate who does not have a completed *Determination of Faculty Equivalency* form—with all of the required signatures—shall not be hired by the board to teach Yosemite Community College District.

FULL-TIME FACULTY SEEKING TO SERVE IN AN ADDITIONAL DISCIPLINE OR TO QUALIFY FOR ADDITIONAL FACULTY SERVICE AREAS

Faculty who are already employed under a contract may acquire new assignments or additional faculty service areas only if they meet the requirements specified in the Disciplines Lists, possess qualifications that are at least equivalent to those specified in the Disciplines Lists, or possess an appropriate credential. Those who believe that, although they lack both the specified qualifications or credential, they do possess the equivalent shall be subject to the process described above except that the process shall begin when a faculty member submits a request together with the information required of candidates for hire as indicated above. At MJC, a committee of discipline faculty, the same as that established for selection committees in the hiring policy, shall review that material and make a recommendation to the Academic Senate equivalency committee. At both MJC and CC, the Academic Senate Equivalency committee will make its recommendations to the governing board directly, since no interview or selection is involved.

REVIEW AND REVISION

This equivalency policy and its procedures are subject to review and revision at the request of either the academic senate of MJC or CC or the governing board. Changes in this policy require the joint agreement of the academic senate and the governing board. Until there is joint agreement, this policy will remain in effect.

It is recommended that the MJC and CC Academic Senate representatives continue to refine these policies in the areas noted below.

1. For the equivalent of a Master's degree, shall the General Education courses required for any bachelor's be regarded as sufficient (since there is no General Education requirement at the graduate level)?
2. For the equivalent of an Associate's degree, shall the six years work experience required by the minimum qualifications be accepted as the equivalent of the major? Thus, a candidate with six years of experience would need to show courses or other evidence only in order to establish the equivalent of the General Education for that degree.
3. For establishing the equivalent of any degree or requirement, is providing evidence that the courses taken would have met the requirement of at least one accredited college be sufficient or would these courses have to meet the requirement of the college at which they were taken or would they have to meet the requirement for the Associate's degree of the college for which the candidate seeks to work?
4. What happens when the equivalency committee disagrees with the recommendation of the prescreening committee? Is there an appeal process and how would it occur?

VI. Search Procedures

The decision to proceed with staffing of contract faculty positions shall allow hiring procedures to take place in a thorough and timely manner. Search procedures will be a cooperative effort between the selection committee, the Vice President for Instruction or Vice President for Student Services (as appropriate) and the District Human Resources office.

- Announcement of positions will be prepared by the Human Resources office in consultation with the selection committee.
- The selection committee and the Human Resources/Affirmative Action Office will apply search procedures that will assist in meeting affirmative action goals.
- Positions will be widely publicized by the Human Resources Office to attract an adequate pool of qualified applicants. At all phases of the search process the selection committee will consult with the Human Resources Office regarding the adequacy of the applicant pool.
- Position openings will be advertised long enough to allow for wide distribution of vacancy notices. Normally, the minimum filing period for faculty vacancies will be 60 days.

VII. Selection Committees

A. Membership

Membership of all selection committee for faculty positions shall include individuals who can best contribute to the effectiveness of the process. Possible conflicts of interest shall be considered. Selection committees shall include female and ethnic minority representation whenever possible. All selection committee members shall complete a hiring training program prior to their first working session.

The term *selection* as used in selection committees refers to the selection of finalists for consideration by the President. The selection committee shall be composed of a minimum of five members. The area administrator, or other appointee as determined by the Vice Presidents for Instruction or Student Services (as appropriate), shall serve as the committee chair. The discipline or department (as appropriate) shall select a minimum of two members. The Division (MJC) or Area (CC) shall select one member who is outside the discipline or department (as appropriate). An individual not employed by the college may be considered for this position.

The committee chair and the Vice President for Instruction or Student Services (as appropriate) shall select one member from outside the Division but within the College. Faculty, classified staff or a student may be considered for this position. The selection committee, in addition, shall encourage student participation in appropriate phases of the hiring process.

The committee chair and the Vice President for Instruction or Vice President for Student Services (as appropriate) may select an additional person from the community.

The selection committee chair shall advise, in writing, the Academic Senate of the committee's composition.

B. Training/Orientation of Selection Committees

The Vice President for Instruction or Vice President for Student Services (as appropriate), or their appointee(s), shall train the selection committee prior to their first working session. This training shall specifically address the subject matter referenced in Article II., Sections B. & C. of the Contract Faculty Hiring Procedures (District Policy 4104), other articles therein and additional topics deemed appropriate.

C. Duties & Responsibilities

1. Complete training program prior to first working session.
2. Review and/or rewrite job description and submit to Vice President for Instruction or Vice President for Student Services for review. Final version is sent to Human Resources office.
3. Based on the job description:
 - a. Develop instruments to be used for documenting the paper screening and interview process.
 - b. Develop interview questions.
4. Notify the Human Resources Office or specific publications, agencies, institutions or individuals who should be sent job announcements.
5. Immediately following the closure of the filing period:
 - a. Independently read and score applications.
 - b. If necessary, determine equivalency of candidates.
 - c. As a group, tabulate scores and select pool of either semi-final or final candidates.
 - d. Optionally select a group of semifinalists and request the submission of additional material and information to enable better assessment of these candidates.
 - e. If applicable, obtain prior approval of semi-final evaluation instrument by Vice Chancellor, Human Resources.
6. Prior to the scheduling of interviews, the selection committee chair forwards individual and composite scores to the Vice Chancellor, Human Resources, for review and approval.
7. Committee chair shall be responsible for all direct communication with semi-final and final candidates.
8. The selection committee chair shall send finalists invited for interview a package of materials and information relating to the college and the community.

9. The interview process shall be reasonable, humane and thorough, and shall include:
 - a. Formal interview
 - b. Practical demonstration of job-related competencies
 - c. Tour of campus and discipline area

10. For the purpose of promoting the image of the college, the selection committee, upon consultation with the Vice Presidents for Instruction or Student Services (as appropriate), may elect to have all finalists participate in one or more of the following:
 - a. Informal activity, e/g/ meal or reception
 - b. Community tour
 - c. Meeting with staff
 - d. Attendance at college event or activity

11. Selection of finalists:
 - a. Appropriate background checks may be conducted by member of the selection committee addressing specifics of the job description.
 - b. Discuss and select acceptable finalists. Under normal circumstances, a minimum of three acceptable finalists shall be submitted to the President. If fewer than three acceptable finalists are submitted a written rationale shall be provided as specified in item c. below. More than three acceptable finalists may be submitted without providing written rationale. The President or designee will interview all finalists.
 - c. If the selection committee is unable to identify three acceptable finalists, the committee chair shall provide a written rationale to the President. Copies shall be sent to the Vice President for Instruction or Vice President for Student Services (as appropriate) and Vice Chancellor, Human Resources. At the request of any of the aforementioned parties, discussion shall ensue.
 - d. The selection committee may indicate candidate preference and it is expected that the committee recommendation regarding the hiring of faculty will be accepted. However, the President retains responsibility for recommending the appointment of the finalist who, in his/her judgment, best meets the educational needs of the college.
 - e. In the event of disagreement between the President and the selection committee, the President will consult collegially with the committee and attempt to reach consensus. Absent timely consensus, the President is authorized to proceed with his/her recommendation to the Chancellor.

12. It is suggested that some members of the selection committee should assist in the support and evaluation of the appointee.

13. In the event no acceptable finalist can be selected, the position shall be reopened.

VIII. Notification of Candidates/Offer of Employment

After consultation with the Vice President for Instruction or Vice President for Student Services (as appropriate) and with the approval of the President, the chair of the selection committee may notify the successful finalist by telephone and indicate that his/her name has been submitted to the District chancellor as the recommended appointee for the position and that this recommendation is subject to approval by the Chancellor and the Board of Trustees prior to an official offer of employment. At this time, the chair of the selection committee will attempt to determine the willingness of the candidate to accept the position if offered. The chair of the committee will then inform the President of the outcome of this discussion.

In the event the finalist expresses a willingness to accept the position and upon the approval of the Chancellor, he/she shall be immediately notified via telephone by the Vice Chancellor, Human Resources, and offered employment with the District. A written offer shall then be mailed to the finalist for acceptance.

The Chancellor and Vice Chancellor, Human Resources, are the only persons authorized by the Board of Trustees to make an official offer of employment. Appointees shall be requested to submit a written response within seven (7) calendar days.

In the event that the finalist indicates to the chair of the selection committee an unwillingness to accept the position if offered, another recommended finalist may be notified if deemed appropriate by the President.

Upon receiving formal acceptance in writing from the successful finalist, the chair of the selection committee shall notify, in writing, all remaining unsuccessful finalists who interviewed for the position. This notification should take place no longer than ten (10) days after the successful candidate formally accepts the position.

All candidates not selected for interview should be notified, in writing, by the Human Resources Office within ten (10) working days following receipt of application papers from the chair of the selection committee.