

Appendix [H]

Faculty Selection Procedures

COMPTON COMMUNITY COLLEGE DISTRICT

The hiring procedures set forth in this document are intended to be used to select faculty who will be employed by the Compton Community College District but assigned to perform service at the Compton College.

I. Definitions:

Unless expressly provided otherwise, the following definitions shall apply throughout this document:

- A. “CEO” means the District’s President/Chief Executive Officer of Compton College, or his or her designee.
- B. “District” means the Compton Community College District.
- C. “Compton Senate” means the Academic Senate of the Compton Community College District.
- D. “Federation” means the Compton College Federation of Employees Certificated Unit.
- E. “Board” or “Board of Trustees” means the governing board of the Compton Community College District.
- F. “Division chair” means a faculty member elected to represent a division in connection with the formulation and submission of requests to hire new or replacement faculty, the development of complete and accurate job descriptions for use in hiring, and the identification of faculty to serve on hiring committees.

II. General Provisions:

- A. It is the policy of the District to employ faculty members who meet the State’s minimum qualifications, who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Selection and assignment of faculty to Compton College shall be based solely on job-related factors relevant to a candidate’s qualifications and capabilities.
- B. Everyone involved in a hiring procedure, but especially administrators and search committee chairpersons, should address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal is to ensure that communication with candidates occurs in a timely and professional manner, and that all candidates are

treated with respect, appropriate consideration, and an understanding that the process is not one sided —just as candidates are being evaluated as potential employees, they are evaluating what it would be like to work for the District.

III. Probationary (Tenure-Track) Faculty Hiring:

A. Requesting a Probationary Position

1. The need for probationary faculty positions will be cooperatively determined by representatives of the following: faculty of a division (including, but not limited to, the division chair), Compton College’s Academic Senate and the President/Chief Executive Officer.
2. Formal requests to hire new or replacement faculty shall be submitted to a Hiring Prioritization Committee established by the Academic Senate no later than October of each academic year. Each request shall be based on projected student growth, enrollment trends and demographic changes; the ratio of part-time to full-time faculty in the department; FTE data for course sections taught by full-time faculty, part-time faculty, and full-time faculty on overload; the number of full-time positions that were filled, left vacant, or eliminated during the previous three years; FTES per FTEF data; and other relevant information.
3. The Academic Senate’s Hiring Prioritization Committee (“HPC”) shall be composed of three representatives of the Compton Senate and two administrators designated by the President/Chief Executive Officer.
4. By the end of November of each academic year, the HPC shall review all of the requests to hire new or replacement faculty and, based on that review, provide the Compton Senate and the President/Chief Executive Officer with a written recommendation regarding the order in which the requests should be approved and faculty recruitment efforts initiated.
5. If the Compton Senate concurs with the HPC’s recommendation it shall promptly inform the President/Chief Executive Officer of that fact. If the Compton Senate does not concur, it shall promptly inform the President/Chief Executive Officer of the modifications it believes are necessary and the rationale for those modifications.
6. Based on the recommendation of the HPC, advice from the Compton Senate and other relevant factors (for example, the District’s financial ability to afford the hiring of new or replacement probationary faculty), the President/Chief Executive Officer shall determine which recruitment efforts, if any, to initiate and shall inform all interested parties of his or her determination before the end of the calendar year.
7. Notwithstanding anything in this procedure to the contrary, if unanticipated events (e.g. unexpected programmatic needs, late resignation or retirement

of a faculty member, or the death of a faculty member) warrant it, the President/Chief Executive Officer may initiate recruitment efforts to fill other faculty positions on a temporary or permanent basis after the determination made pursuant to the previous paragraph has been made and announced.

B. Beginning the Search Process

1. For each faculty position to be filled, the President/Chief Executive Officer shall establish a search committee consisting of:
 - a. Two tenured faculty members* from the subject area or a related area, one appointed by the Academic Senate and the other by the Federation, both in consultation with the division chair;
 - b. Two tenured faculty members* from outside the division appointed by the Academic Senate;
 - c. One administrator appointed by the President/Chief Executive Officer; and
 - d. One Equal Employment Opportunity Representative designated by the President/Chief Executive Officer, who shall be a non-voting member of the committee.

(*If tenured faculty members are not available to serve on a committee, the President/Chief Executive Officer may appoint qualified probationary faculty to serve in their place.)

2. Additional members may be added to the search committee if a majority of the members deems the addition to be appropriate. Additional members may include, but are not limited to, representatives from a relevant advisory committee or employer group, or instructional assistants or other classified staff members who work with the division where the vacancy exists.
3. Once appointed, the search committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain a search file consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
4. The chairperson, the administrator appointed by the President/Chief Executive Officer to serve on the committee, and the Equal Employment Opportunity Representative shall insure that each member of the committee

receives appropriate training about the hiring process and his or her obligations as a committee member. Topics covered by the training shall include:

- a. Discussion of District's commitment to equal opportunity, diversity, and student success
 - b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria
 - e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality
5. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee.

Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.

6. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liable for damages.

C. Recruiting for the Position

1. Based on a job description prepared by the District's Office of Human Resources in consultation with the division chair, the search committee shall prepare a job announcement which, after being approved by the President/Chief Executive Officer, will be used in announcing the position. The job announcement shall describe at a minimum:
 - a. the duties and responsibilities the successful candidate will be expected to assume once he or she is employed;
 - b. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - c. the knowledge, skills and ability a successful candidate should possess; and
 - d. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
2. The search committee shall also develop a proposed recruitment plan that identifies both passive and active methods of recruiting the District should consider. (An example of a passive method is a simple distribution of the job announcement; active methods might include participation in a recruitment fair or faculty attendance at a relevant professional conference for the purpose of encouraging applications). Since the committee should anticipate that recruitment expenses will need to be limited, the plan should be practical and focused — it should emphasize economical ways to ensure broad awareness of the position among well qualified individuals and approaches that are most likely to attract desirable candidates.
3. At a minimum, information about the opening, and the job announcement itself, shall be:
 - a. posted on the District's web site and, if possible, those of Compton College;
 - b. listed on the California Community Colleges Registry (www.ccregistry.org) for posting statewide;

- c. distributed to relevant educational institutions, professional organizations, placement centers, and similar groups;
 - d. advertised in relevant publications;
 - e. distributed to division faculty and staff (as well as other relevant faculty) and to anyone in the appropriate discipline who has either submitted an employment application to the District or otherwise formally expressed interest in faculty employment with the District.;
- 4. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least sixty days. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.
 - 5. The District's Office of Human Resources shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the President/Chief Executive Officer, the final position announcement shall be published by the District.

D. Reviewing Applications and Identifying Candidates to Interview

- 1. To be considered as a candidate, all applicants must submit the following to the District's Office of Human Resources:
 - a. A cover letter summarizing the candidate's qualifications for the position;
 - b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
 - d. Any other relevant information (for example a writing sample, a photographic or similar portfolio, or unofficial transcripts) specified in the job announcement.
- 2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date.

Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding his or her qualifications or if the candidate should be excluded from further consideration.

3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview, and the only candidates to be interviewed shall be those selected by the committee pursuant to this section.

E. Conducting the Interview

1. Before any interviews are commenced, the search committee shall prepare interview questions (including an appropriate follow-up procedure) and, for teaching faculty, a teaching demonstration. The committee may also develop other relevant skills or performance demonstrations (for example a writing exercise) to ensure a thorough assessment of the candidate's qualifications.
2. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

F. Selecting Finalists

1. Every candidate the search committee selects as a finalist for the position should be an individual the committee, by consensus, believes is an acceptable candidate who can do the job well.

- a. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the President/Chief Executive Officer. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the President/Chief Executive Officer shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the President/Chief Executive Officer may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or
 - ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if he or she determines it is warranted, reopen the position.
 - b. In no event shall the committee select more than five candidates for each position as finalists.
2. The District's Office of Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with his or her references and others who are likely to have relevant information about the candidate's suitability for employment as a faculty member.
 3. Following the reference checks, each of the finalists shall be interviewed by the President/Chief Executive Officer and, if he or she determines it is appropriate, any other administrator he or she designates. The President/Chief Executive Officer may also invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
 4. The President/Chief Executive Officer may also develop relevant skills or performance demonstrations (for example, conducting all or part of an actual class session) that each finalist will be asked to complete
 5. The President/Chief Executive Officer shall select the finalist to be recommended to the Board for appointment to the position.

G. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Office of Human Resources in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

IV. Full-Time Temporary Faculty

A. Requesting a Full-Time Temporary Position

1. The need for probationary faculty positions will be cooperatively determined by representatives of the following: faculty of a division (including, but not limited to, the division chair), Compton College's Academic Senate, and the President/Chief Executive Officer.
2. Formal requests to hire a full-time temporary faculty member for one academic term, one academic year, or some other specified period may be submitted to the President/Chief Executive Officer by a dean at any time as the need arises. Each request shall be based on:
 - a. the need temporarily to replace a full-time faculty member on leave;
 - b. the unanticipated resignation or absence of a full-time faculty member; or

- c. documented student enrollment growth or curriculum needs that can best be addressed by retaining a full-time temporary faculty member rather than a part-time temporary employee.
3. The President/Chief Executive Officer shall forward all requests to hire full-time temporary faculty members to a committee composed of two representatives of the Compton Senate, and an administrator designated by the President/Chief Executive Officer.
4. The committee shall review each request and make a recommendation to the President/Chief Executive Officer regarding the request. After reviewing the committee's recommendation, the President/Chief Executive Officer shall determine whether the request will be approved or not.

B. Beginning the Search Process

1. For each full-time temporary faculty position to be filled, the President/Chief Executive Officer shall establish a search committee consisting of:
 - a. Two probationary or tenured faculty members from the subject area or a related area, one appointed by the Academic Senate and the other by the Federation, both in consultation with the division chair;
 - b. Two probationary or tenured faculty members from outside the division appointed by the Academic Senate;
 - c. One administrator appointed by the President/Chief Executive Officer; and
 - d. One Equal Employment Opportunity Representative designated by the President/Chief Executive Officer, who shall be a non-voting member of the committee.
2. Additional members may be added to the search committee if a majority of the members deems the addition to be appropriate. Additional members may include, but are not limited to, representatives from a relevant advisory committee or employer group, or instructional assistants or other classified staff members who work with the division where the vacancy exists.
3. Once appointed, the search committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain a search file consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well

as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.

4. The chairperson, the administrator appointed by the President/Chief Executive Officer to serve on the committee, and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and his or her obligations as a committee member. Topics covered by the training shall include:
 - a. Discussion of District's commitment to equal opportunity, diversity, and student success
 - b. The search and selection process
 - c. The role of the search committee and the responsibilities of its members
 - d. Development of screening criteria
 - e. Writing effective interview questions
 - f. The role of the Equal Employment Opportunity Representative
 - g. Reference checking
 - h. Confidentiality
5. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.
6. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of

the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liability for damages.

C. Recruiting for the Position

1. Based on a job description prepared by the District's Office of Human Resources in consultation with division chair, the search committee shall prepare a job announcement which, after being approved by the President/Chief Executive Officer, will be used in announcing the position. The job announcement shall describe at a minimum:
 - a. the duties and responsibilities the successful candidate will be expected to assume once he or she is employed;
 - b. whether the successful candidate will be employed in the position for one academic term, one academic year, or some other specified period;
 - c. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - d. the knowledge, skill and ability a successful candidate should possess; and
 - e. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
2. The District's Office of Human Resources shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the President/Chief Executive Officer, the final position announcement shall be published by the District.
3. Information about the opening, and the job announcement itself, shall be posted on the District's website, and distributed broadly in ways that are designed to ensure broad awareness of the position among well qualified individuals. The job announcement shall also be distributed to division

faculty and staff (as well as other relevant faculty) and to anyone in the appropriate discipline who has either submitted an employment application to the District or otherwise formally expressed interest in faculty employment with the District.

4. The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least thirty days. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.

D. Reviewing Applications and Identifying Candidates to Interview

1. To be considered as a candidate, all applicants must submit the following to the District's Office of Human Resources:
 - a. A cover letter summarizing the candidate's qualifications for the position;
 - b. A completed application for employment on a form specified by the District;
 - c. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
 - d. Any other relevant information (for example a writing sample, a photographic or similar portfolio, or unofficial transcripts) specified in the job announcement.
2. Human Resources shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding his or her qualifications or if the candidate should be excluded from further consideration.
3. The search committee shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most

closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview

E. Conducting the Interview

1. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
2. The search committee shall prepare interview questions, skills demonstrations or evaluation exercises in advance. The preparation shall include an appropriate follow-up procedure to ensure a thorough assessment of the candidate's qualifications, and may include development of teaching demonstrations, writing exercises, or other performance demonstrations relevant to the position.
3. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
4. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

F. Selecting Finalists

1. Every candidate the search committee selects as a finalist for the position should be an individual the committee, by consensus, believes is an acceptable candidate who can do the job well.
 - a. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the President/Chief Executive Officer. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the President/Chief Executive Officer shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the President/Chief Executive Officer may either:
 - i. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or

- ii. accept the candidates forwarded by the committee as the only finalists, or
 - iii. halt the selection process and, if he or she determines it is warranted, reopen the position.
 - b. In no event shall the committee select more than five candidates for each position as finalists.
2. The District's Office of Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with his or her references and others who are likely to have relevant information about the candidate's suitability for employment as a faculty member.
3. Following the reference checks, the President/Chief Executive Officer shall do one of the following:
 - a. Designate an administrator to interview each of the finalists and make a recommendation to the President/Chief Executive Officer about the finalists. If there are such interviews, the administrator may invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
 - b. Meet with the chairperson of the search committee or, in the alternative, the committee as a whole, regarding the finalists and to elicit the committee's recommendation about whom to recommend to the Board, if anyone.
4. The President/Chief Executive Officer shall select the finalist to be recommended to the Board for appointment to the position.

G. Finalizing the Selection

At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Office of Human Resources in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview

- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

H. Emergency Hires

Notwithstanding anything in this procedure to the contrary, the President/Chief Executive Officer may, after consulting with the President of the Compton Senate, initiate an abbreviated recruitment effort (to the extent possible utilizing existing recruitment pools for faculty) and fill a faculty position on a full-time temporary basis when the position needs to be filled urgently because of unforeseeable programmatic needs, or the late resignation, retirement, or death of a faculty member.

V. **Part-Time Temporary Faculty**

The goal of every hiring process is to select the qualified candidate who best meets the needs of the institution and its students. That proposition applies to part-time faculty hiring as much as it does to full-time faculty hiring since the District cannot accomplish its mission without a diverse part-time faculty who are dedicated to student success. In addition, employment as a part-time faculty member can often enhance an individual's resume and strengthen his or her candidacy for a probationary position. As a result, the District is committed to an open and inclusive hiring process that provides a fair opportunity for all qualified candidates to apply and be considered.

A. Recruitment

1. At least six weeks before the beginning of each academic term, the Dean of each division shall identify disciplines in which additional part-time faculty may be needed and forward a list of potential part-time temporary teaching opportunities for new hires to the District's Office of Human Resources.
2. Using information about potential part-time temporary teaching opportunities received from the Deans, Human Resources shall develop and maintain a recruitment pool consisting of a diverse group of likely applicants for part-time temporary faculty positions.
3. Development of the recruitment pool shall begin with the publication of an announcement that identifies the disciplines in which additional part-time faculty may be needed and lists:

- a. the minimum qualifications for each subject area, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 - b. the knowledge, skill and ability successful part-time temporary faculty should possess; and
 - c. other desirable characteristics including, but not limited to:
 - i. the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - ii. sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
4. To be included in the District's recruitment pool, an individual must submit a completed employment application to Human Resources; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and transcripts that reflect his or her possession of the applicable minimum qualifications. (Unofficial transcripts will be accepted for inclusion in the recruitment pool, but cannot replace official transcripts, which must be submitted before an individual is actually employed as a faculty member.)
 5. Before including an individual in the recruitment pool, Human Resources shall review his or her employment application for completeness and conduct a preliminary review of the individual's possession of the applicable minimum qualifications. If the employment application is incomplete, or if the individual does not appear to meet the applicable minimum qualifications, the application shall be returned to the individual with an appropriate explanation and, if relevant, a request for further information. If the employment application is complete, but the individual does not appear unambiguously to meet minimum qualifications, Human Resources shall place a prominent notation on his or her application that will alert subsequent reviewers to the problem and highlight the nature of the concern.
 6. Once included in the recruitment pool, an individual shall be considered as an active member of the pool and an applicant for part-time temporary faculty positions for a period of two years.

B. Screening and Selection

1. The Dean (or his or her designee) and the division chair (or at least one probationary or tenured faculty member) shall review the applications of all active members of the recruitment pool who possess the minimum qualifications needed and, based on the particular needs of the division or

program and the students to be served, invite the best qualified applicants to an interview.

2. While the interviews shall be conducted by the Dean (or his or her designee) and the division chair (or at least one probationary or tenured faculty member), the interview committee does not need to be composed of the same individuals who selected the applicants to be interviewed. In any case, the interview committee shall prepare interview questions in advance, and may include development of teaching demonstrations, writing exercises, or other performance demonstrations relevant to the position.
3. The Dean shall select the applicant or applicants to be recommended to the President/Chief Executive Officer for employment as part-time temporary faculty, but he or she shall refrain from making any formal offers of employment until the President/Chief Executive Officer has approved the action..

C. Emergency Hires

Notwithstanding anything in this procedure to the contrary, the President/Chief Executive Officer may authorize the Dean to initiate an abbreviated recruitment effort to hire a part-time temporary faculty member when an assignment must be filled urgently to meet program or service needs and no active member of the recruitment pool who is qualified for the assignment is available.