

4.3.2P, Responsibilities
November 3, 2021, Senate Discussion

I. Responsibilities

1. District hiring procedures are based on a recognition that responsibility for selecting well qualified regular and part-time faculty is shared cooperatively by both faculty members and administrators.
2. The need for regular and part-time faculty positions shall be cooperatively determined through a well-defined plan involving District administrators, the Academic Senate, and faculty in the subject area. Staffing requests should be made known through the Program and Resource Planning Process (PRPP), except in special circumstances. All requests must be forwarded to the Faculty Staffing Advisory Committee.
3. The responsibilities of faculty and administrators include identifying and recommending positions; applying the District's Equal Employment Opportunity Plan; formulating and reviewing job announcements; assisting in recruitment; and screening, interviewing, and selecting the recommended candidates for consideration by the Superintendent/President.
4. In their role as District Compliance Office, the Vice President of Human Resources or designee shall be available for consultation on all aspects of the hiring process and shall serve as a consultant on District and state guidelines and the District's hiring procedures of Screening and Interviewing Committees to ensure fairness and to ensure that adequate equity, diversity, inclusion and anti-racist principles and respect for academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds are being applied to obtain adequacy of the applicant pool. The Vice President of Human Resources or designee shall also appoint a non-voting District Compliance Monitor to Screening and Interviewing Committees. The District Compliance Officer, designee, and District Compliance Monitors will receive training and ensure that screening and interviewing committees follow all anti-discriminatory laws.
5. In their role as District Compliance Office, the Vice President of Human Resources or designee, consulting with the committee's co-chairs, may recommend a suspension of the screening and interviewing process at any time when a question of non-compliance arises, review any concern regarding the selection process, and determine the appropriate action to be taken.
6. All phases of faculty hiring shall be strictly confidential.