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FACULTY HIRING: REGULAR AND ADJUNCT

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- I. District hiring procedures are based on a recognition that responsibility for selecting well-qualified and equity-minded contract and adjunct faculty is shared cooperatively by both faculty members and administrators, participating collaboratively in all appropriate phases of the hiring process.
 - A. The responsibilities of faculty and administrators include identifying and recommending positions; following the District's Equal Employment Opportunity Plan; developing and reviewing job announcements; providing recommendations for recruitment advertising sources to attract a diverse pool of qualified candidates and participating in recruitment outreach efforts; and, screening, interviewing, and selecting the recommended candidates for consideration by the Superintendent/President. All phases of faculty hiring shall be strictly confidential.
 - II. All participants in the process are provided appropriate training on the hiring process and procedures, including equal employment opportunity requirements, state and federal discrimination laws, and diversity sensitivity and cultural humility training to understand the importance of seeking candidates who offer global perspectives in order to support student success. Each screening/interviewing committee should include a diverse membership of individuals who are knowledgeable and supportive of the District's commitment to attract and retain highly qualified, equity-minded faculty.
 - A. The District Compliance Officer or designee shall serve as a consultant to advise the committee on District and state guidelines and be responsible for monitoring that the District's hiring procedures are followed, including but not limited to a review of the job descriptions and announcements, process of screening/interviewing committees is implemented to ensure equity and the adequacy of pool of applicants.
 - III. It is the intent of the District and the Academic Senate to ensure, whenever possible, that part-time assignments shall be combined into full-time, regular contract positions.
 - IV. The need for regular and adjunct faculty positions shall be cooperatively determined through a well-defined plan involving college administrators, the Academic Senate, and faculty in the subject area (i.e. Program and Resource Planning Process and Evaluation Process and Faculty Staffing Advisory Committee recommendations).

SEARCH, SCREENING AND SELECTION PROCEDURES FOR CONTRACT FACULTY

- V. To ensure that final hiring decisions are, whenever reasonably possible, made during the regular academic year, approval to fill open positions should take place as early in the academic year as possible.

- VI. Clear and complete job announcements are developed for each recruitment, including all job-related skills, essential functions, requirements and any additional qualifications that are critical to identifying equity-minded candidates whose priority is student success. The job announcements are reviewed and approved by the screening/interviewing committee, District Compliance Officer (or designee), Vice President of Human Resources (or designee), and the appropriate Vice President(s) or designee before each position is announced. If the faculty position is designated for the Petaluma Campus, the Executive Dean, SRJC Petaluma shall participate in reviewing the job announcement and in all semi-finalist interviews.
- A. The District shall encourage all faculty to be involved in the recruitment outreach efforts of new faculty. Recruitment efforts shall include, but not be limited to, attendance at job fairs, attending conferences to do outreach, and target advertising. Faculty members from underrepresented groups shall be encouraged to network with a diverse range of colleagues in all areas for recruiting purposes.
- VII. Screening/Interviewing committees shall be comprised of no fewer than six members. The membership shall include the department chair and/or director or designee, if any; a minimum of three full-time faculty from the department or related discipline(s) where the vacancy exists; whenever possible, inclusion of Petaluma faculty member(s) when the position is designated for Petaluma; an instructional or student services administrator, and the District Compliance Officer or designee as a non-voting monitor. A minimum of one additional committee member will be added to the screening/interviewing committee from adjunct faculty and/or faculty from other disciplines, classified professionals and student representatives. These individuals would not substitute for a regular faculty member; they will be additional members of the screening/interviewing committee.

In order to prioritize the ability to serve diverse communities as a core requirement for successful job performance and to demonstrate that the institution is inclusive and values all cultural and other backgrounds, input from students and others who provide a diverse perspective must be included in the faculty hiring process. Student participation may be varied to allow participation at different stages in the process (such as with the development of job announcements, participating in the development of screening/interviewing criteria and participating in screening, interviewing and teaching demonstrations); different student representatives may be included in each phase of the process to provide a wide range of input.

- A. The District Compliance Officer or designee shall participate in all aspects of the hiring process, and shall monitor the screening and interview procedure to ensure that a consistent process is followed with each candidate; monitor that all candidates are asked and receive the same core questions by the same interviewers; monitor the discussion of candidates after interviews to ensure that job related factors are the only ones considered in determining the semi-finalists; and, assist in the compilation of interview ratings to determine which candidates will be recommended as semi-finalists. The District Compliance Officer or designee may recommend a suspension of the hiring process at any time a question of non-compliance is raised. The Committee Monitor shall review any concern regarding the selection process and shall consult with Human Resources to determine the appropriate action to be taken.
- B. All screening/interviewing committee members shall be selected by the department chair/director and the supervising administrator, in consultation with regular faculty, of the department in which the vacancy exists. Whenever possible, these should include Petaluma faculty member(s) when the position is designated for Petaluma.
- C. The supervising administrator and/or designee shall serve as the committee co-chair. Participating faculty members shall select the search committee faculty co-chair.
- D. In order to serve as a member of a screening/interviewing committee, a committee member must commit to participating in each phase of the process (screening and interviews) in its entirety. Students may be allowed to only participate in specific phases of the recruitment process in order to minimize the impact on student availability. Additionally, each committee member must have participated in a hiring orientation provided by Human Resources within the past 12 months.

- E. The appropriate Vice President(s) or designee will meet the committee to relay District needs that may impact the selection of faculty, verify procedures and respond to concerns. The Executive Dean, SRJC Petaluma will meet with the committee for any openings assigned to the Petaluma Campus.
- F. For a Petaluma instructional position, the Petaluma supervising administrator will co-chair the screening/interviewing committee.
- G. For a Petaluma Student Services faculty position, the district supervising administrator or designee will co-chair the screening/interviewing committee.
- H. For a Santa Rosa instructional position, the Santa Rosa supervising administrator will co-chair the screening/interviewing committee.
- I. For a Santa Rosa Student Services faculty position, the Santa Rosa district supervising administrator or designee will co-chair the screening/interviewing committee.
- J. If the screening/interviewing committee is interviewing candidates for multiple positions for both Petaluma and Santa Rosa, then both supervising administrators will confer and represent one vote.
- K. Positions with primary assignment at all other district locations will follow the same general procedures outlined for the District.

VIII. The screening/interviewing committee shall review all complete applications and select candidates for interviews using a mutually agreed upon rating system that is based on the specific qualifications referred to in the job announcement.

- A. The desired or preferred qualifications set by the screening/interviewing committee must meet the state's minimum qualifications or the locally determined equivalent. Preferred qualifications should be valid job-related criteria that are reasonable for candidates to demonstrate in their employment application materials. Screening criteria should not exclude candidates based on qualifications that may be demonstrated in other ways, such as requiring a Doctorate degree where a Master's degree is required, or requiring specific community college full-time teaching experience where no teaching is minimally required.
- B. The District Compliance Officer or designee shall review the candidates selected for interview to ensure an adequately diverse group of candidates exists. If an adequate group does not exist, the District Compliance Officer or designee must meet with the committee to try to augment the group. If a group of candidates cannot be augmented, the District Compliance Officer shall consult with the appropriate Vice President(s) and may recommend reopening the recruitment to the President, who will decide the appropriate course of action.
- C. The screening/interviewing committee shall follow an interview procedure that shall be equitable and consistent to all candidates and may include, but not be limited to, appropriate teaching demonstrations, writing samples, or other performance indicators related to the responsibilities of the position. The committee shall evaluate candidates regarding subject area knowledge and competence, commitment to professional growth and service, potential for overall District contributions, and sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the District's students and employees. All interview procedures shall be reviewed in advance by the District Compliance Officer, or designee.
 1. Following the interview process, the committee will select semi-finalists to be considered by the appropriate Vice President(s).
 2. The appropriate Vice President(s) or designee may meet with the committee at this point for a discussion of the candidates' strengths, assets and weaknesses. The appropriate Vice President(s) will consider the recommendations about candidates forwarded by the screening/interviewing committee based on subject matter expertise, academic

credentials and the candidates' compatibility with department and District values and goals.

3. Ideally, the screening/interviewing committee shall recommend three candidates (or more if interviewing for more than one position) for final interviews. The District Compliance Officer (or designee) shall certify the selected semi-finalists. If the committee does not find three acceptable candidates, the committee, the District Compliance Officer (or designee) and the Vice President(s) will discuss available options such as proceeding with one or two semi-finalists or reopening the recruitment.
 4. If the screening/interviewing committee cannot recommend any of the candidates, the committee shall communicate its rationale and a recommendation to reopen the recruitment to the appropriate Vice President(s).
- D. The appropriate Vice President(s) will interview the semi-finalists. The Screening/Interviewing Committee Co-Chairs may be included in the semi-finalist interviews upon committee request. The appropriate Vice President may also choose to include students and/or student input in the semi-finalist interviews. Every attempt will be made to schedule both committee and final interviews to accommodate the time and travel concerns of the candidates. For candidates coming from distances exceeding 200 miles, special interview arrangements may be developed as needed. Technology should be utilized to offer remote interviews whenever possible to minimize hardship on candidates.
1. Each interview shall be scheduled for the same amount of time and shall address the same basic set of criteria, which shall focus on professional or job-related qualifications.
 2. When the appropriate Vice President(s) conducts an interview, a written record shall be maintained on the appropriate forms for each candidate's interview in order to facilitate any follow-up discussions.
- E. Following the semi-finalist interviews, the appropriate Vice President(s) shall take into consideration their evaluations of the candidates, the evaluation of the screening/interviewing committee, reference checks, and the District's Equal Employment Opportunity Plan and will select one or more finalist candidates for recommendation to the Superintendent/President.
1. In contrast with the initial interviews, which serve to identify the candidates with discipline and teaching expertise, the primary focus of the finalist interviews is to seek the most qualified candidate who demonstrates a commitment to student success in support of District values and goals and institutional need.
- F. In the event that exceptional circumstances and compelling reasons exist whereby the appropriate Vice President(s) cannot agree with any of the screening/interviewing committee's final recommendation(s), the appropriate Vice President(s) shall communicate the reasons for their objections to the screening/interviewing committee chair(s), the President of the Academic Senate, the District Compliance Officer (or designee) and Human Resources. The committee may then decide to consider other candidates from the initial interview pool. If the committee does not agree to forward other names to the appropriate Vice President(s) the recruitment may be reopened.
- G. The appropriate Vice President(s) shall conduct reference checks on the final candidate(s). They will forward the final candidate(s) to the Superintendent/President, and will discuss the findings of the screening/interviewing committee, the final interviews, the reference checks and the District goals for the discipline. The Superintendent/President will then conduct final interview(s). Should they agree with the findings of the screening/interviewing committee and the appropriate Vice President(s), the President will then inform Human Resources to proceed with the formal job offer in order to recommend the finalist candidate to the Board of Trustees for approval. If the Superintendent/President decides not to forward any of the finalists to the Board of Trustees, he/she shall communicate this decision to the screening/interviewing committee co-chair(s), the Academic Senate President, the appropriate Vice President(s) and Human Resources. The President then determines the appropriate course of action to take.

SELECTION PROCEDURES FOR ADJUNCT FACULTY

- IX. District hiring procedures are based on the recognition that responsibility for selecting well-qualified adjunct faculty is shared cooperatively by both faculty members and administrators, participating effectively in all appropriate phases of the hiring process.
- A. The responsibilities of faculty and administrators include identifying the need to recruit for adjunct pools; following the District's Equal Employment Opportunity Plan; reviewing and formulating job announcements; assisting in advertising positions; and, screening, interviewing, and selecting the recommended candidates. All phases of faculty hiring shall be strictly confidential.
- X. All participants in the process are given regularly updated, appropriate training in hiring procedures and the District's Equal Employment Opportunity Plan to ensure success in reaching the goals. Each search committee should include members who are knowledgeable about the District's commitment to attract and retain highly qualified faculty.
- A. The District Compliance Officer or designee shall serve as a consultant on District and state guidelines and be responsible for monitoring the District's procedures, including but not limited to a review of the job descriptions and announcements, composition and procedures of selection committees, and the adequacy of the pool of applicants.
- XI. To ensure that qualified faculty are available to cover a subject area's sudden need throughout the district for substitutes or for hiring new adjunct faculty at the beginning of a semester, each department shall establish, through a recruitment and selection process, a pool of qualified applicants sufficient to cover anticipated needs. An adjunct pool is composed of those adjunct faculty who are currently active and have an instructional assignment, those who have completed an assignment within the past four years, those who have been qualified to receive an assignment within the past four years but have not been given an instructional assignment, and those whose term has been extended. Once having been placed in an adjunct hiring pool, adjunct faculty may continue to be eligible for an assignment beyond the initial two year period for an additional two years without reapplication, at the discretion of the department and with the consent of the pool member.
- XII. Adjunct pools will be opened annually. The department chair or designee, working with Human Resources, shall initiate a search that includes, but is not limited to, widespread outreach to the District's standard recruitment advertising sources.
- XIII. Candidates must be qualified according to the state minimum qualifications or the equivalent as established by the District in order to be eligible for adjunct faculty pools.
- XIV. Screening/Interviewing committees for adjunct faculty pools shall be composed of no fewer than three voting members. The membership shall include an Academic Affairs or Student Services administrator, who shall also serve as the Committee Monitor, and two regular, full-time faculty. The membership may include adjunct faculty, and/or student or Classified Professional representatives. Exceptions to the composition of the committee may be made only with the approval of the District Compliance Officer (or designee) and the appropriate Vice President(s). In order to prioritize the ability to serve diverse communities as a core requirement for successful job performance and to demonstrate that the institution is inclusive and values all cultural and other backgrounds, input from students and others who provide a diverse perspective must be included in the faculty hiring process. Student participation may be varied to allow participation at different stages in the process (such as with the development of job announcements, participating in the development of screening/interviewing criteria and participating in screening, interviewing and teaching demonstrations); different student representatives may be included in each phase of the process to provide a wide range of input.
- A. Regular faculty from the department shall select the committee chair, and all participating committee members shall be voting members.

- B. In order to serve as a member of a screening/interviewing committee, a committee member must commit to participating in each phase of the process (screening and interviews) in its entirety. Additionally, each committee member must have participated in a hiring orientation provided by Human Resources within the past 12 months.
- C. The Supervising Administrator who is also serving as the Committee Monitor shall participate in all aspects of the hiring process, and shall monitor the screening and interview procedure to ensure that a consistent process is followed with each candidate; monitor that all candidates are asked and receive the same core questions by the same interviewers; monitor the discussion of candidates after interviews to ensure that job related factors are the only ones considered in determining the semi-finalists; and, assist in the compilation of interview ratings to determine which candidates will be recommended for the pool. The District Compliance Officer or designee may recommend a suspension of the hiring process at any time a question of non-compliance is raised. The Committee Monitor shall review any concern regarding the selection process and shall determine the appropriate action to be taken.
- XV. The screening/interviewing committee shall review all complete applications and select candidates for interviews who meet the minimum qualifications, or equivalent, using a mutually agreed upon rating system that is based on the specific qualifications referred to in the job announcement.
- A. The screening/interviewing committee shall follow an interview procedure that shall be equitable and consistent to all candidates and may include, but not be limited to, appropriate teaching demonstrations, writing samples, or other performance indicators related to the responsibilities of an adjunct faculty member. The committee shall evaluate candidates in terms of training and experience, subject area knowledge and competence, and sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of the District's students and employees. All interview procedures shall be reviewed in advance by the District Compliance Officer, or designee.
- B. Following a discussion of the candidates' strengths and weaknesses according to the qualifications listed in the job announcement, the committee chair shall compile the list of candidates selected for the pool. The supervising administrator will complete reference checks on each candidate recommended for the pool, and forward the list, interview record sheets and reference check forms to Human Resources. The District Compliance Officer (or designee) shall monitor and certify the pool. It is the responsibility of the department chairs, deans and appropriate Vice President(s) to adhere to the goals of the District related to hiring of adjunct faculty.
- XVI. Teaching assignments or other faculty assignments for adjunct faculty shall be administered according to the process outlined in the AFA Contract.

PROCEDURES FOR EMERGENCY HIRING

- XVII. Hiring may occur under special circumstances when the pool of eligible adjunct faculty is exhausted and/or there is added demand for additional sections of a course and/or a vacancy exists shortly before the beginning of a semester or there is not sufficient time for a recruitment to be completed. Prior to commencing hiring under special circumstances, the Academic Affairs or Student Services Administrator, in consultation with the appropriate Vice President(s), shall notify the President of the Academic Senate of the reasons why the situation is one that could not be avoided.

In the event that an emergency hire is necessary to avoid cancelling a class, and the department chair or designee is not available or is unable to interview candidates, the Dean for the cluster and/or a Dean of Instruction in Petaluma for a Petaluma class, may take the initiative to interview and hire an adjunct instructor on an emergency basis. As always, this instructor must be evaluated within the equivalent of one full semester by the department in order to be retained beyond the initial assignment.

- A. Department Chairs and/or supervising administrators are responsible for initiating an Emergency Hire Request Form and routing for approval prior to any offers of assignments being confirmed.
 - B. Applicants who are considered for emergency hire assignments must meet minimum qualifications (or equivalent) to be confirmed by the department chair and/or supervising administrators prior to initiating the request. All applicants must submit the same employment documents as an adjunct hire, including the employment application and supporting documents.
 - C. Department Chairs and/or supervising administrators are encouraged to review any new adjunct faculty applications (if applicable) prior to selecting a candidate to be recommended for an emergency hire assignment.
- XVIII. Anyone hired under these special circumstances who is not evaluated by the end of their first semester of employment must be considered with the hiring process for the department's adjunct pool.
- XIX. It is strongly encouraged that departments maintain adequate pools of qualified candidates so that it is not necessary to invoke these special circumstances except on a very rare occasion.

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