

Section V: Interviewing

CLEAN:

- V. Interviewing
 - A. Reasonable effort shall be made to schedule both Screening and Interviewing Committee interviews and final interviews to accommodate the time and travel concerns of the candidates. Special interview arrangements may be developed as needed including remote interviews.
 - B. All interview procedures and materials shall be reviewed in advance by the Vice President of Human Resources or designee. The Vice President of Human Resources or designated compliance monitor shall monitor the interview process to ensure the following:
 - 1. All applicants will be afforded the same amount of time to review interview materials prior to the interview if applicable.
 - 2. All applicants receive the same amount of interview time, or at least an opportunity to use the full amount of time allowed if they wish to do so;
 - 3. All candidates are asked the same core questions by the same interviewers;
 - 4. The discussion of candidates after interviews only considers job-related factors in determining the semi-finalists;
 - 5. The tallying of interview scores is completed appropriately.
 - C. The committee shall evaluate the interviewees' responses according to a rating system established before the start of all interviews.
 - D. The committee shall evaluate candidates regarding subject area knowledge and competence, teaching and communication skills, commitment to professional growth and service, potential for overall college effectiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of the District's students. The interview may include, but not be limited to, appropriate teaching demonstrations, writing samples, or other performance indicators related to the responsibilities of the position.
 - E. Following the interview process, each committee member shall independently tabulate their scores and rank the candidates, then collectively discuss the strengths and weaknesses of the candidates.
 - 1. For associate faculty the Screening and Interviewing Committee shall select the candidate(s) to add to the Associate Pool.
 - 2. For contract faculty, the Screening and Interviewing Committee shall rank all the interviewed candidates in order of preference.

MARKUP:

*None.