

## Section VI: Selection of Contract Faculty

### CLEAN:

#### VI. Selection of Contract Faculty

- A. The Screening and Interviewing Committee will forward recommended candidates for an interview with the appropriate Vice President(s) or designee(s). Sending 3-4 candidates (or more if interviewing for more than one position) is optimal, but fewer are permissible if there are no other viable candidates. The Vice President of Human Resources shall be notified of the selected candidates. The Screening and Interviewing Committee may choose to rank candidates if desired; if the candidates are ranked, the ranking may be given to the appropriate Vice President(s) or designee(s) in writing, verbally, or after the administrative interviews are conducted.
  1. If the committee cannot recommend a minimum of three candidates, the Screening and Interviewing Committee, the Vice President of Human Resources and the appropriate Vice President(s) or designee(s) shall discuss proceeding with one or two candidates or reopening the position.
  2. If the Screening and 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) or designee(s).
  3. The position shall remain open and available for staffing until such time as it can be filled. The department may make minor revisions to the job description if necessary to improve the candidate pool.
- B. Administrative Interview Committee (AIC) shall consist of the appropriate Vice President(s) or designee(s), and the Screening and Interviewing Committee and faculty co-chairs or designees.
- C. Prior to the AIC interview, the appropriate Vice President(s) or designee(s) shall meet with the Screening and Interviewing Committee to discuss the strengths and areas of needed improvement of the candidates selected for an AIC interview. At that time, the Screening and Interviewing Committee may develop questions that will be a part of the AIC interview and/or reference check process.
- D. The appropriate Vice President(s) or designee(s) shall contact the candidates' references prior to the AIC interviews. All discussions shall remain private and confidential.
- E. All AIC interviews shall be scheduled for the same length of time, ask the same core questions, and apply the same evaluation criteria. In contrast to the Screening and Interviewing Committee interviews, which serve to identify the candidates' discipline knowledge and teaching expertise, the primary focus of the AIC interview is to identify the best candidate to achieve District goals, serve its educational plan and satisfy institutional needs.
- F. A written record of each candidate's AIC interview shall be maintained on the appropriate forms. In addition to the written record of each candidate's AIC interview, the AIC appropriate Vice President(s) or designee(s) shall take into consideration the

- evaluation of the Screening and Interviewing Committee, the reference checks, and the District's Equal Employment Opportunity Plan in formulating recommendations.
- G. If requested by the Screening and Interviewing Committee, the Vice President(s) will meet and deliberate with the committee after AIC interviews have taken place.
  - H. The AIC shall forward the name(s) of the final candidate(s) to the Superintendent/President. If unable to make a recommendation consistent with the Screening and Interviewing Committee's recommendation, the appropriate Vice President(s) or designee(s) shall meet with the Screening and Interviewing Committee to discuss the decision and decide on options including, but not limited to: re-interviewing some or all of the candidates, interviewing other candidates from the qualified applicant pool, or re-opening recruitment.
  - I. The appropriate Vice President(s) or designee(s) shall confer with the Superintendent/President to discuss the recommended candidate(s), including the findings of the Screening and Interviewing Committee, the AIC interviews, the reference checks and the District goals for that discipline.
  - J. The Superintendent/President shall then conduct final interview(s). The number of interviews is at the Superintendent/President's discretion.
  - K. The Superintendent/President shall then recommend the final candidate's name to the Board of Trustees for approval.
  - L. If the Superintendent/President decides not to forward any of the finalists to the Board of Trustees, they shall communicate this decision to the Screening and Interviewing Committee co-chair(s), the Academic Senate President, and the appropriate Vice President(s) or designee(s). The Screening and Interviewing Committee shall reconvene to discuss options for filling the vacancy and shall forward its recommendations to the Superintendent/President. The Superintendent/ President then determines the appropriate course of action. This shall include, but is not limited to, leaving the position open and available for staffing until such time as it can be filled.
  - M. Upon request from the Screening and Interviewing Committee, the appropriate Vice President(s) or designee(s) shall meet with the committee to share feedback on the process.

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  - 1. If the committee cannot recommend a minimum of three ~~acceptable~~ candidates, the Screening and Interviewing Committee, the Vice President of Human Resources and the appropriate Vice President(s) or

designee(s) shall discuss proceeding with one or two candidates or reopening the position.

2. If the Screening and 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) or designee(s).
  3. The position shall remain open and available for staffing until such time as it can be filled. The department may make minor revisions to the job description if necessary to improve the candidate pool.
- B. Administrative Interview Committee (AIC) shall consist of the appropriate Vice President(s) or designee(s), and the Screening and Interviewing Committee administrator~~ive~~ and faculty co-chairs or designees.
  - C. Prior to the AIC interview, the appropriate Vice President(s) or designee(s) shall meet with the Screening and Interviewing Committee to discuss the strengths and areas of needed improvement ~~weaknesses~~ of the candidates selected for an AIC interview. At that time, the Screening and Interviewing Committee may develop questions that will be a part of the AIC interview or reference check process.
  - D. The appropriate Vice President(s) or designee(s) shall contact the candidates' references prior to the AIC interviews. All discussions shall remain private and confidential.
  - E. All AIC interviews shall be scheduled for the same length of time, ask the same core questions, and apply the same evaluation criteria. In contrast to the Screening and Interviewing Committee interviews, which serve to identify the candidates' discipline knowledge and teaching expertise, the primary focus of the AIC interview is to identify the best candidate to achieve District goals, serve its educational plan and satisfy institutional needs.
  - F. A written record of each candidate's AIC interview shall be maintained on the appropriate forms. In addition to the written record of each candidate's AIC interview, the AIC appropriate Vice President(s) or designee(s) shall take into consideration the evaluation of the Screening and Interviewing Committee, the reference checks, and the District's Equal Employment Opportunity Plan in formulating recommendations.
  - ~~G. If requested by the Screening and Interviewing Committee, the Vice President(s) will meet and deliberate with the committee after AIC interviews have taken place. Following the AIC interview, the Vice President(s), upon request by the committee, shall meet and deliberate with the Screening and Interviewing Committee.~~
  - H. The AIC shall forward the name(s) of the final candidate(s) to the Superintendent/President. If unable to make a recommendation consistent with the Screening and Interviewing Committee's recommendation, the appropriate Vice President(s) or designee(s) shall meet with the Screening and Interviewing Committee to discuss the decision and decide on options including, but not limited to: re-interviewing some or all of the candidates, interviewing other candidates from the qualified applicant pool, or re-opening recruitment.
  - I. The appropriate Vice President(s) or designee(s) shall confer with the Superintendent/President to discuss the recommended candidate(s), including the

findings of the Screening and Interviewing Committee, the AIC interviews, the reference checks and the District goals for that discipline.

- J. The Superintendent/President shall then conduct final interview(s). The number of interviews is at the Superintendent/President's discretion.
- K. The Superintendent/President shall then recommend the final candidate's name to the Board of Trustees for approval.
- L. If the Superintendent/President decides not to forward any of the finalists to the Board of Trustees, they shall communicate this decision to the Screening and Interviewing Committee co-chair(s), the Academic Senate President, and the appropriate Vice President(s) or designee(s). The Screening and Interviewing Committee shall reconvene to discuss options for filling the vacancy and shall forward its recommendations to the Superintendent/President. The Superintendent/ President then determines the appropriate course of action. This shall include, but is not limited to, leaving the position open and available for staffing until such time as it can be filled.
- M. Upon request from the Screening and Interviewing Committee, the appropriate Vice President(s) or designee(s) shall meet with the committee to share feedback on the process.