

# Faculty Hiring Administrative Procedure for Full-time Contract and Full-Time Temporary Positions (AP 712X)

- I. Overview
- II. Establishing a Position
- III. Job Announcement
- IV. Recruitment and Outreach
- V. Hiring Committee Training, Composition, and Responsibilities
- VI. Emergency Full-Time Leave Replacements
- VII. Applicant Screening Process and Timeline
- VIII. Job Offer, Salary Placement, and Final Approval

## I. Overview

These administrative procedures establish criteria and delineate procedures for hiring qualified contract (tenure-track) and full-time temporary faculty who demonstrate the ability to meet student and district needs. The District's hiring procedures are aligned with the goals identified in the District Equal Employment Opportunity Plan (EEOP) and Student Equity Plan (SEP). The District maintains a commitment to diversity through the recruitment and retention of employees who reflect the diversity of the District's student base and communities served. In order to achieve these goals, the District has carefully designed recruitment processes that are aligned with the requirements outlined in Title 5 and other state and federal laws and regulations, and best practices. All components of the hiring process are designed to operate in conjunction with the college's EEOP, AP 7210 Minimum Qualifications & Faculty Service Areas and AP 7211 Equivalence to Minimum Qualifications for Academic Personnel, and the Napa Valley College commitments outlined in the Mission and Values Statement. All procedures are cooperatively established in compliance with California Education Code Section 87360 subdivision (b), which states that "hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board." Additionally, all criteria and hiring procedures comply with and are subject to the Equal Employment Opportunity guidelines set forth in Title 5 of the California Code of Regulations, and AB 1725 (Section 4(t)(1)), which emphasizes "the responsibility of faculty to ensure the quality of their peers."

~~The Executive Director of Human Resources (EDHR)~~ The Office of Human Resources (OHR) supervises all hiring standards, procedures, and outcomes. ~~The Office of Human Resources (OHR)~~ OHR administers the hiring process to ensure application of technically sound hiring practices and compliance with legal mandates related to equal employment opportunity and non-discrimination, and the college's commitment to foster a diverse workforce.

Throughout the process, OHR will consult regularly with the Academic Senate, the Assistant Superintendent/Vice President of Academic Affairs (ASVPAA) or Assistant Superintendent/Vice President of Student Affairs (ASVPSA) or designee as appropriate, faculty chair, program coordinator, discipline faculty, and hiring committee members. In collaboration with the hiring committee chair, ~~the EDHR~~ OHR may recommend that the President suspend or terminate the hiring process, with reasonable cause.

Hiring Philosophy - For all faculty hires, the goal of this procedure is to attract and hire student-centered faculty members who:

- Are highly qualified in their field and committed to extending their expertise through professional development.
- Are skilled in teaching and/or counseling students.
- Expand the perspectives and expertise of their respective departments and the college as a whole.
- Communicate effectively, both orally and in writing.
- Demonstrate intercultural competence, which includes but is not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, gender expression, sexual orientation, and ethnic backgrounds of community college students.
- Embrace their roles as collaborative partners in support of the mission of California Community Colleges in general and the specific values and goals of Napa Valley College.

Napa Valley College values workforce diversity and recognizes the strengths that qualified, diverse faculty bring in serving the changing needs of our students and the community. In addition to following the legal guidelines for equal employment opportunity, the Faculty Hiring Policy provides specific strategies for promoting inclusion throughout the hiring process.

“Diverse populations” or “diversity,” as used in this document, includes those monitored groups defined in Title 5, populations identified in the college’s EEO Plan, as well as historically underrepresented groups across diverse academic, socioeconomic, cultural, disability, gender identity, gender expression, sexual orientation, and ethnic backgrounds of community college students.

## **II. Establishing a Position**

The need for contract and full-time temporary faculty positions is determined cooperatively through an evidence-based process involving college administrators, the Academic Senate, and faculty members in the discipline.

The total number of new hires per year is determined by the President’s Cabinet, taking into account the needs of students, availability of funds, potential impact on the district budget, and the full-time faculty obligation as determined by the Chancellor’s Office.

Members of the Academic Affairs Council, including deans and faculty chairs, will develop hiring proposals based on input from the program coordinators and faculty members in their respective divisions. Requests for positions will be justified using internal and external data and information that may include, but not be limited to:

- FT/PT ratios in specific departments.
- Legal requirements for specific positions or mandated faculty ratios.
- Vacancy in a budgeted position.
- Maintenance of sole faculty position in an existing program.
- Implementation of a new program requiring full-time faculty.
- Current or projected labor market demand.
- Productivity, efficiency, and other enrollment management goals.
- Findings from program review.
- Current enrollment trends and projected enrollment needs.
- Changes in student demographics.
- Programmatic or regional accreditation requirements and recommendations.
- Insufficient part-time faculty pools.
- Program, area, or college strategic goals.
- Unit plans.

During the spring semester of each academic year, the Assistant Superintendent/Vice President of Academic Affairs (ASVPAA), or the Assistant Superintendent/Vice President of Student Affairs (ASVPSA) as appropriate

will develop tentative hiring recommendations after reviewing proposals and recommendations from each division and their respective area Council.

The ASVPAA/ASVPSA will meet with the President and the First Vice President of the Academic Senate to review and discuss the tentative hiring recommendations. The ASVPAA/ASVPSA's recommendations will be presented to the Superintendent/President, who makes the final recommendations for new faculty hires to the Board of Trustees.

### **III. Job Announcement**

The OHR works with the appropriate ASVP or designee, in collaboration with discipline faculty, program coordinators, and faculty chairs, to develop the job announcement and supplemental questions. The announcement includes campus information, the college's mission and values, responsibilities of the position, minimum qualifications, and desirable professional qualifications.

Minimum qualifications are designated by the Board of Governors of California Community Colleges. Pursuant to Section 53022 of Title 5 of the California Code of Regulations, applicants must have a demonstrated sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, gender identity, gender expression, sexual orientation, and ethnic backgrounds of community college students. In order to maintain as inclusive an applicant pool as possible, any additional minimum qualifications will be limited only to those absolutely necessary to fulfill the job assignment.

Desirable professional qualifications are developed by the appropriate ASVP or designee, in collaboration with discipline faculty, program coordinators, and faculty chairs, based on the requirements of the position and the college values and goals listed in this document.

Supplemental questions address both minimum and desirable qualifications for the position. In addition to the applicant's transcripts and resume information, answers to the supplemental questions will be used by the hiring committee to determine the extent to which applicants meet the qualifications for the position. Supplemental questions must be approved by discipline faculty, program coordinator, and faculty chair before being forwarded to ~~Human Resources~~ OHR. Supplemental questions must be approved by ~~the EDHR~~ OHR. If ~~the EDHR~~ OHR determines that changes to the supplemental questions are required, ~~the~~ OHR will return the questions to discipline faculty with rationale for review.

The job announcement will normally be posted for a minimum of four weeks with the goal of attracting a diverse candidate pool.

### **IV. Recruitment and Outreach**

The OHR coordinates ongoing outreach and recruitment efforts designed to develop an applicant pool of well-qualified, diverse potential candidates for faculty positions. These efforts are based on developing professional relationships through personal contacts or targeted approaches. Ongoing recruitment and outreach activities may include, but are not limited to:

- Feedback and outreach recommendations from the Academic Senate
- Job fairs and conferences
- Professional organizations as recommended by discipline faculty and program coordinator
- Email distribution lists
- Targeted outreach and advertising

In order to draw a diverse pool of applicants, the District advertises faculty positions internally as well as externally, utilizing the California Community Colleges Registry, multiple employment websites, various colleges, agencies and businesses, and specialized publications.

## V. Hiring Committee Training, Composition, and Responsibilities

The hiring committee is responsible for establishing the criteria for the assessment of all candidates, determining the standards necessary to advance at each successive step in the selection process, assessing all candidates, and recommending finalists to the final selection committee.

Whenever possible, hiring committees require the membership of faculty experts in the subject matter or in closely-related disciplines, as determined by the Academic Senate President, as well as representation of campus-wide constituencies. Committee members must serve through all phases of the selection process and have current hiring committee training.

### Hiring Committee Training

All hiring committee members must complete mandatory, in-person training for a minimum of two hours before serving on a hiring committee. The OHR is responsible for all aspects of hiring committee training.

Hiring committee training includes the legal aspects of hiring, as well as the basic process and committee members' responsibilities. Additionally, the training will focus on the educational benefits of workforce diversity, the principles of cultural competence, the elimination of bias in hiring decisions, and best practices for hiring committees.

Hiring committee members who have completed the mandatory, in-person training for a minimum of two hours must be retrained every two years on hiring processes in order to serve on a hiring committee. That retraining can be completed in the form of an online review and quiz. The online review must focus on the same legal aspects of hiring as well as the basic process and committee members' responsibilities as the in-person training.

In addition to the required hiring committee training listed above, committee chairs and EEO representatives receive additional training specific to their roles.

### Hiring Committee Composition

Hiring committee composition is as follows:

- Hiring Committee Chair – Appropriate ASVP or designee
- Division Representative – Faculty chair of the hiring division, ~~or, when the Faculty Chair serves as committee chair, program coordinator, or faculty~~ designee.
- Academic Senate Representatives – In addition to the ~~faculty chair~~ Division Representative, at least ~~three~~ two tenured or, if necessary, tenure-track faculty, ~~two~~ one in or as near to the discipline as possible and at least one from outside the division. Appointment is made by the Academic Senate President, subject to review by ~~EDHR~~ OHR. If ~~EDHR~~ OHR declines an Academic Senate appointee, written justification must be provided to the Academic Senate President.
- Classified Representative – One regular, non-probationary classified employee, whenever possible, working in a job related as closely as possible to the faculty subject area, appointed by the President of the Association of Classified Professionals, subject to review by ~~EDHR~~ OHR. If ~~EDHR~~ OHR declines an Association of Classified Professionals appointee, written justification must be provided to the Association President.
- ~~Student Representative – One student representative, whenever possible, pursuing a course of study related as closely as possible to the faculty subject area, appointed by the Associated Students of Napa Valley College (ASNVC) in collaboration with discipline faculty, subject to review by EDHR.~~
- Equal Employment Opportunity Representative – The ~~EDHR~~ OHR will appoint a non-voting, trained Equal Employment Opportunity representative to work with the Hiring Committee Chair to ensure Title 5 and EEO regulations are followed. To support the process, the EEO representative ~~should~~ will familiarize themselves with the applicant pool by reading the applications. The EEO representative will not participate in appraisal or scoring of applicants ~~or committee deliberations~~. The EEO representative will monitor committee deliberations to ensure compliance with Title 5 and EEO regulations.

- Additional Members - In the event that there is no full-time faculty NVC subject matter expert, the committee chair will consult with the program coordinator and faculty chair. After such consultation, the committee chair may request that the Academic Senate President augment the committee to include an internal or external subject matter expert.

The OHR works with each constituent group to promote committee diversity and to ensure that every member supports the hiring goals of the college.

Whenever possible, hiring committees shall include a diverse membership that will bring a variety of perspectives to the assessment of applicant qualifications. If the OHR determines that the committee membership should be more diverse, the Academic Senate may appoint additional faculty representatives or reassign faculty as needed.

#### Hiring Committee Members' Commitment and Responsibilities

Members of hiring committees are a representation of the diversity and inclusivity at Napa Valley College. It is the duty of the hiring committee to reflect professionalism and creativity, as well as the commitment to students, throughout the hiring process.

The following are requirements and expectations for hiring committee members:

- Members must attend all meetings and interviews for the entirety of the recruitment.
- Members are responsible for adhering to deadlines set forth by the hiring committee.
- Members must maintain confidentiality. Failure to maintain confidentiality will result in removal from hiring committee.

Failure to comply with the stated requirements and expectations will result in the member's removal from the hiring committee by ~~the EDHR~~ OHR.

#### **VI. Emergency Full-Time, Temporary Faculty Appointments**

Reasonable effort will be made to fill full-time, temporary faculty assignments using the process outlined in these administrative procedures. However, the area ASVP may identify an emergent need to hire a full-time, temporary faculty member. If due to the circumstances, the District is unable to recruit and hire for the emergency position using the process outlined in these administrative procedures, the ASVP may appoint a qualified faculty member to the temporary faculty assignment. When this occurs, the ASVP will notify the Academic Senate President in writing of the need for an emergency full-time temporary faculty appointment and include a justification.

The ASVP or designee may consider approved part-time, hourly faculty, including substitutes, and applicants in part-time, hourly faculty pools who meet the minimum qualifications for the discipline for which the emergency hire is needed when making a recommendation for an emergency appointment.

#### **VII. Applicant Screening Process**

**Sufficient Representation:** Once the application period has closed, the OHR reviews applications to determine whether the pool has sufficient representation. If the pool does not reflect sufficient diversity, the process may be suspended to allow for additional recruitment activities targeting diverse populations.

**Pre-Screening Process:** Once a sufficiently diversified pool is established, OHR screens and determines whether the applicants meet the minimum qualifications as set forth by the Chancellor's Office guidelines. Minimum qualifications related to experience are verified by the chair of the committee, in consultation with the ~~EDHR~~ OHR. The Equivalency Review Team (ERT) reviews applications from applicants requesting equivalency to minimum qualifications.

Prior to the second appraisal meeting, OHR will conduct an audit of application materials. Only complete applications that demonstrate that the applicant meets all the minimum qualifications set forth by the California Community Colleges Chancellor's Office or equivalency requirements as certified by the ERT will be forwarded to the hiring committee for review.

#### Hiring Committee – First Appraisal Meeting

The hiring committee meets before the application deadline for the position. At this meeting the Committee will:

- Review the job announcement, including the scope of responsibility and required competencies, and district's commitment to diversity in hiring.
- Review hiring committee responsibilities and policies including: handling of outside information, confidentiality, discussion of applicants and process, the committee's role and ensuring all hiring committee members read and sign the confidentiality statement.
- Emphasize that outside information cannot be brought into the process and that members may not discuss the applicants without the entire committee present.
- Discuss competencies needed.
- Create an appraisal rubric to rate applicants, which includes discussing desirable qualifications and methods, and criteria and standards for evaluating the characteristics.
- Develop interview questions, demonstrations, or other assessment of relevant skills and knowledge sets, which will be reviewed and approved by the district's ~~EDHR~~ OHR. If there is an OHR concern regarding interview questions or other assessments, ~~EDHR or designee~~ OHR will consult with the Committee Chair and ~~Faculty Chair~~ Division Representative to resolve prior to second appraisal meeting.
- Establish schedule for appraisal meetings and interviews.

#### Application Review by Hiring Committee

Once applications are released to the hiring committee, hiring committee members will review all applications according to the process outlined in the first appraisal meeting. Members must review applications on line in a setting that maintains the confidentiality of application materials. Application materials cannot be read in a public setting where confidentiality could be jeopardized.

#### Hiring Committee – Second Appraisal Meeting

The second meeting appraisal meeting is held as soon as it is practical after the closing date for the position, allowing time for the OHR to process applications and for individual review by hiring committee members.

The purpose of the second meeting is to:

- Review and discuss each voting member's appraisal of the applicant's qualifications.
- Select candidates to be interviewed and list in unranked order on the form provided to the chair and forwarded to OHR.
- Select a faculty committee member with subject area expertise to sit in the second interview. This person's role is to reflect the thinking of the selection committee as a whole and to provide subject area perspective.

## *The Interviews*

- a. First Interview: Prior to entering the interview room, candidates will be provided up to two minutes per question to review the interview questions. Each candidate proceeds to a panel interview with the hiring committee and EEO representative. The hiring committee will only use the interview questions created by the hiring committee and subsequently approved by OHR. The hiring committee collects the candidate's copy of the interview questions at the end of each interview. If a demonstration is desired by the committee, as indicated at the first appraisal meeting, the Committee Chair will facilitate the demonstration at this meeting.
- b. The hiring committee deliberates and then forwards finalist(s) to the next phase in an unranked order. Interview protocol is outlined in HR Procedures. Human Resources will notify candidates who are not forwarded as finalists, after a final candidate has been chosen and approved by the Board of Trustees.
- c. Optional Demonstration: The hiring committee may elect to include a teaching demonstration for ~~a classroom~~ of current NVC students. Student feedback will be collected and will inform the selection of the final candidate.
- d. Reference Checks: The appropriate ASVP or designee conducts confidential reference checks using a standard set of questions. References are checked prior to the final selection. If a reference check raises issues or concerns, the ~~EDHR~~ OHR or respective ASVP may pursue additional reference checks and determine next steps.
- e. Second Interview: A second interview is conducted by the final selection committee, which includes the Superintendent/President, the appropriate ASVP, the area Dean, and the faculty representative selected by the hiring committee to reflect the thinking of the selection committee as a whole and to provide subject area perspective. A designee can replace any of these members.

## **VIII. Job Offer, Salary Placement and Final Approval**

The final candidate is selected by the final selection committee, informed by results of the reference checks and student feedback from the optional demonstration. After a successful selection, the job offer is made by the OHR or appropriate ASVP or designee.

Once a job offer is made, salary placement is determined by the Office of Human Resources, using established guidelines. Once notified of the proposed salary and start date, the candidate may accept or decline the offer. The Office of Human Resources then notifies the respective ASVP, Dean, and other affected parties, as determined by OHR, of the final outcome.

Upon acceptance of the position, the recommendation to hire is submitted to the next scheduled Board of Trustees meeting for approval. After Board approval, a contract is issued.

Once approved by the Board of Trustees, the new hire will be contacted to complete all required onboarding steps, which will include mandated training on topics such as: Building Emergency Plan (BEP), Illness and Injury Prevention Program (IIPP), Mandated Reporting Requirements, etc.