

**Part-time Faculty Hiring Procedures – FINAL DRAFT**

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## **Hiring Procedures for Part-time Hourly Credit Faculty Positions**

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## I. Overview

This document establishes procedures for hiring qualified part-time hourly credit (adjunct) faculty at Napa Valley College who demonstrate the ability to meet student, program and district needs. All components of the hiring process are designed to operate in conjunction with the college district policies H4445: Minimum Qualifications and H4446: Equivalence to Minimum Qualifications for Academic Personnel; the goals outlined in the Napa Valley College Mission and Values Statement; and the college's Diversity Task Force Plan and Recommendations. All procedures are cooperatively established in compliance with California Education Code Section 87360 (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."

### A. Process and Goals

The hiring process for part-time faculty involves the establishment and maintenance of applicant pools, assessment of hiring needs, and the selection of qualified part-time faculty. The requirements and procedures for hiring of part-time faculty differ in certain respects from those for hiring full-time, tenure-track faculty. These differences include: (1) the temporary nature of part-time faculty positions; (2) the primary role of the Division Chair or Dean in administering the selection of part-time faculty; (3) different roles of part-time faculty in different programs; and (4) the need for a flexible and streamlined process that can provide for short-term assignments to meet changing student and program needs, including "emergency" situations.

Despite these differences, the goals and criteria for hiring of part-time faculty are consistent with those for full-time faculty. For all faculty hires, the goal of the process is to attract and hire faculty members who:

- Are highly qualified in their field
- Are committed to student success
- Are skilled in teaching or counseling students with multiple learning styles, based on data-driven principles of instructional design and authentic assessment, or appropriate counseling principles and practices
- Demonstrate willingness to follow established departmental and institutional policies and practices
- Expand the expertise and perspectives of their departments and the college

- Communicate effectively, both orally and in writing
- Demonstrate intercultural competence and sensitivity to community college students from diverse cultural, ethnic, and socio-economic backgrounds, as well as those with different sexual orientations and those with disabilities
- Embrace their roles as collaborative partners in support of the mission and values 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, this policy provides specific strategies for promoting inclusivity throughout the hiring process, as well as for eliminating unintended exclusivity.

## B. Administrative Roles

The Office of Human Resources (OHR) collects applications for part-time hiring pools and, upon receipt of applications, distributes copies to the appropriate Division Chair or Dean. The Division Chair or Dean distributes copies to Program Coordinators, where appropriate. The OHR accepts part-time applications on an ongoing basis and maintains original applications in part-time pools for two years. The OHR ensures compliance with legal mandates related to equal employment opportunity and non-discrimination, and the college's commitment to a diverse workforce. The final recommendation for hiring of candidates selected by the Selection Committee is forwarded to the Office of Instruction (OI) or the Office of Student Services for counseling positions. Once the part-time faculty member is assigned to any class(es), the Scheduling Office notifies the OHR, who then forwards the recommendation to the Board of Trustees (BOT).

The OHR is available for consultation throughout the hiring process. The Dean of Human Resources supervises all hiring standards, procedures, and outcomes and, with reasonable cause, is authorized to make recommendations affecting part-time hiring procedures. Such causes could include substantive changes in regulations or compliance with legal requirements pertaining to the hiring process.

The Division Chair, Dean or Program Coordinator consults with the Vice President of Instruction (VPI), or Vice President of Student Services (VPSS) for counseling positions, to determine hiring needs for that division. The OI checks the minimum qualifications of applicants being considered for hiring.

In the event that an applicant requests equivalency to minimum qualifications and the applicant is being considered for hiring, the request and supporting documentation are forwarded to an Equivalency Review Team (ERT) composed of designated Academic

Senate representatives. The ERT reviews the applicant's education and/or experience and determines if the applicant meets equivalency criteria for the discipline.

If the Division Chair, Dean, or Program Coordinator determines that the existing applicant pool is insufficient to meet the identified part-time faculty hiring needs, the Division Chair or Dean requests to the OHR to place advertisements for part-time faculty and reviews submitted applications. Only those applicants who have submitted an application to the OHR and have been accepted into a part-time applicant pool may be considered for hiring, except in the case of emergency hiring situations (see section III-C).

A Selection Committee reviews and recommends candidates to fill specific part-time positions. The Division Chair or Dean normally serves as the Chair of the Selection Committee. The Chair of the Selection Committee has the primary responsibility to interview and select candidates for part-time positions within the division or program. A Program Coordinator may serve as the Chair of the Selection Committee as mutually agreed between the Program Coordinator and the Division Chair or Dean. The Selection Committee also includes at least one additional faculty member from within the relevant discipline or a related discipline.

## II. Part-Time Applicant Pools

### A. Division or Program-Specific Applicant Pools

The Division Chair, Dean or Program Coordinator shall identify the department, division, or program needs for part-time instructors each semester. The Division Chair or Dean will consult with the Office of Instruction to make the final determination of hiring needs. The determination shall be coordinated with the development of the Schedule of Classes.

### B. Solicitation of Applications

The Division Chair or Dean notifies the Office of Human Resources when there is an anticipated need to hire additional part-time faculty. Applications may be accepted on an ongoing basis to create an applicant pool. Candidates are notified at the time of submitting the application that it will remain on file for two years. When a need for a part-time instructor is identified, the Division Chair, Dean or Program Coordinator examines the existing pool to determine if it is sufficient and could meet the need. If it is determined to be insufficient, the OHR in conjunction with the Division Chair or Dean begins recruitment and outreach to develop or expand the applicant pool.

### C. Recruitment and Outreach

Based upon the identified needs beyond the existing pool of applicants, the OHR places notification and advertisements to solicit an applicant pool. Per the Division Chair, Dean or Program Coordinator requests, advertisements or notices of vacancy are placed on the OHR website, CCC registry, local newspapers, and/or other sites. The OHR posts division and contact information and the application form on the OHR website. The OHR also responds to any e-mail, telephone, or job-line requests. Outreach and recruitment of part-time faculty applicants shall support the college's inclusivity goals and guidelines, including recruitment of part-time faculty to teach diversity courses as stated in the college's Diversity Task Force Plan and Recommendations.

### D. Maintenance and Updating of Applicant Pools

The OHR keeps applications in a pool for two years. Once this time elapses, applications are purged by the OHR. However, the Division Chair, Dean or Program Coordinator may retain applications for longer than two years and may contact applicants to request that they update and resubmit their applications. Division chairs, deans and program coordinators should check their applicant pools at least once per year and seek to maintain sufficiently large, diverse, and up-to-date pools of qualified applicants to meet anticipated hiring needs within the recommended time frames (see section III-B).

## III. Hiring Needs Assessment

### A. Specific Hiring Needs

The process of identifying specific hiring needs should begin during the schedule building process within each department or division, under the direction of the Division Chair, Dean, or Program Coordinator. Each semester, the Division Chair, Dean, or Program Coordinator will identify specific hiring needs for part-time instructors, counselors or librarians based on consideration of student needs, anticipated enrollments, the proposed course schedule, and consultation with discipline faculty.

The Division Chair or Dean will then consult with the VPI or VPSS regarding the identified hiring needs for part-time faculty. In this way, part-time faculty hiring needs are determined cooperatively by the Division Chair or Dean, Program Coordinator, discipline faculty, and the Administration (VPI or VPSS). This process is tied to the schedule building process and the department or division unit plan whenever possible.

## B. Time Line

The Division Chair, Dean or Program Coordinator will determine potential part-time hiring needs based on unstaffed classes identified in the first draft of the Schedule of Classes. If possible, the Division Chair or Dean should forward specific hiring needs for the following semester to the OI no later than the ninth week of the semester.

Once the total class section offerings have been determined by the OI and hiring needs for part-time faculty have been identified, the chair of the Selection Committee proceeds to identify potential candidates from the applicant pool, and if necessary, requests recruitment of additional applicants by the OHR.

The Selection Committee is organized as soon as possible after the identification of part-time hiring needs by the OI and/or the close of the recruitment period, when applicable. In general, applications for part-time positions are ongoing; however, some positions will have closing dates that allow sufficient time to interview and select instructors for the following term. The Selection Committee then proceeds to review applications, conduct interviews, and recommend the candidate(s) to be hired. When at all possible, the selection process should be completed by the final week of the semester.

## C. Emergency Hiring Needs

Emergency part-time hiring may occasionally be required to fill urgent hiring needs that arise from unforeseen circumstances and which do not allow the selection process to be conducted within the recommended time frames. Divisions and departments with strong part-time applicant pools will be better prepared to fill last-minute faculty vacancies. The following recommendations will help ensure that emergency hiring needs can be filled by well qualified candidates in a manner consistent with the normal part-time hiring procedures.

1. Division Chairs or Deans will review the part-time faculty applicant pools for their divisions at least once per year to ensure that, to the extent possible, the pools are adequate to meet anticipated staffing needs for all disciplines within their division.
2. If an emergency hiring need arises, the Division Chair, Dean or Program Coordinator should consult with discipline faculty to determine which course section(s) would be most appropriate to staff with an emergency hire.
3. Once a specific need for an emergency hire is identified, the Division Chair or Dean coordinates with the OHR to place advertisements and solicit applications as quickly as possible.

4. If an emergency hiring is required and the selection process can occur during the contract period for full-time faculty, then a full-time faculty member from within the department or closely related discipline will be designated to assist in the selection process (see section IV-A). This faculty member will assist in screening applications, conducting interviews, and recommending candidates for hiring.
5. If an emergency hiring is required during off-contract time for full-time faculty, then the Division Chair, Dean or Program Coordinator may seek a volunteer discipline faculty member to assist in the selection process. If no full-time faculty volunteer is available to serve during off-contract time, then the Division Chair, Dean or Program Coordinator will conduct the selection process unassisted.
6. As with all faculty hires, emergency part-time hires must meet minimum qualifications for the discipline. Single-course equivalencies are not acceptable.

#### IV. Selection Committee Procedures

##### A. Composition of the Committee

The Selection Committee for part-time faculty hiring is composed of the Division Chair, Dean, or Program Coordinator, who serves as the Selection Committee Chair, and at least one other full-time faculty member from within the department or closely related discipline of the faculty position. This faculty member will be chosen through mutual agreement between the faculty member and the Division Chair, Dean or Program Coordinator.

##### B. Hiring Committee Training

All faculty who participate in the selection process will be current in the college's hiring training, which includes established procedures and legal requirements of the hiring process, Equal Employment Opportunity procedures, minimum qualifications guidelines, and the college's commitment to diversity and non-discrimination. The Division Chair, Dean, or Program Coordinator will inform the OHR of the faculty member(s) assigned to the Selection Committee to ensure that the faculty member has completed the required training. Division chairs, deans, and program coordinators must also be current in hiring training.

## V. Applicant Screening and Selection Process

### A. Application and Preliminary Screening

Candidates may apply at any time to be considered to be included in a part-time faculty applicant pool. The part-time employment application and other employment-related information are posted on the OHR web page on the college's web site. Applicants will provide completed employment application forms and all necessary supporting documentation to the OHR. Incomplete applications will be eliminated from the process.

All applicant files shall be confidential.

### B. Application Timeline

Part-time faculty positions for identified staffing needs within a department or program open on the day the job announcement is placed on the Human Resources webpage and will remain open until the position is filled or until the closing date listed in the announcement, if applicable. Complete applications that are received during the recruitment period will be added to the existing applicant pool.

### C. Selection Process

#### 1. Initial Appraisal of Applicants

The OHR will work with the Selection Committee Chair to forward to the Selection Committee those applicants from the pool who qualify for the position(s) to be filled. Qualified candidates for a specific teaching or counseling position are chosen from the pool based on their subject area expertise and teaching or counseling experience. The Selection Committee then reviews the forwarded applications and determines which candidates will be advanced to the interview phase.

Once the candidates have been selected for the interview phase, the OI verifies that the candidates meet minimum qualifications for the discipline. If a candidate requests equivalency to minimum qualifications and is being considered for hiring, the request and supporting documents will be forwarded to an Equivalency Review Team (ERT). The ERT will meet during their next available meeting time to review the candidate's request and determine if the applicant meets equivalency criteria for the discipline. The determination is based on transcripts and other supporting documents provided by the applicant and the standards specified in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook.



## 2. Selection Committee Meetings and Interview of Applicants

The Selection Committee interviews potential candidates in accordance with the college's hiring procedures. All candidates will be interviewed using questions developed by the Selection Committee. Sample interview questions are available from the OHR. If desired by the Selection Committee, a teaching demonstration may be included in the interview phase. Selection Committee discussions related to hiring of part-time faculty shall be confidential.

## VI. Candidate Selection and Final Approval

Once the potential candidate(s) for a position have been selected from the pool and interviewed, the Selection Committee meets to determine the candidate best qualified for the position. The Division Chair, Dean or designee will then conduct a reference check of the selected candidate by contacting at least three references. Standard reference questions are available from the OHR. Assuming the references are positive, the Division Chair, Dean or Program Coordinator submits a part-time instructor checklist (clearance form), the original application, and reference documentation to the OI.

The OI then coordinates an orientation for the candidate and completes necessary employment documents. The Division Chair, Dean, or Program Coordinator sends a notice to the individual being recommended that informs him/her of the temporary assignment. This notice indicates that the assignment is tentative and subject to change. The Division Chair, Dean, or Program Coordinator will also send notices to the interviewees that were not selected to inform them that they will remain in the pool for two years and may be considered for future positions.

In the event that more than one highly qualified candidate meets the Selection Committee's standards in the interview phase, those qualified candidates that are not chosen for the current position may be considered finalists for future part-time openings for which they are qualified. These candidates will have completed the screening and interview process and may be selected by the Division Chair or Dean to fill future part-time positions without a further interview for a period of up to two years.

When a final candidate for a part-time teaching position has been selected and informed of the tentative assignment, the Division Chair, Dean, or Program Coordinator notifies the OI of the assignment via the scheduling process, including the Schedule Modification Form. Once the Scheduling Office makes the assignments in the Schedule of Classes, the OHR then ensures approval by the BOT via the Personnel Document. The OI sends the Notice of Assignment to the part-time faculty members prior to the start of each semester. The notice includes classes/hours, rate of pay, and dates of

payment. The Division Chair, Dean, or Program Coordinator is responsible for providing pre-employment, departmental orientation to the new part-time faculty member.

## VII Procedural Review

A joint committee of Administration and the Academic Senate shall review these procedures at least every five years. Any modifications to these procedures shall be approved by the OI, OHR, and the Academic Senate.