

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FULL-TIME FACULTY HIRING PROCEDURES

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FULL-TIME FACULTY HIRING PROCEDURES

SECTION 1. GENERAL PROVISIONS

1. Scope. These Procedures apply to the hiring process for full-time faculty members.

2. Equal Employment Opportunity Policy and Statement. The South Orange County Community College District is committed to providing equal opportunity in employment in hiring the most qualified candidate from the available applicant pool without regard to race, gender, religion, age, national origin or any other protected class under the law.

3. Definitions:

The Board - The Board of Trustees of the South Orange County Community College District.

SOCCCD - The South Orange County Community College District.

The District - The South Orange County Community College District.

Procedures - Full-Time Faculty Hiring Procedures of the South Orange County Community College District.

President - President of the College at which the position is assigned.

OHR - Office of Human Resources.

Director - Director of Human Resources.

Chair - Chair of the Hiring Committee.

Department Chair - The academic Chair of the operational unit.

Dean - Academic administrator who is responsible for the position.

HR Specialist - Human Resources Specialist assigned to the job opening.

Committee - The Hiring Committee, also known as the Search Committee.

Department - The operational unit to which the position is assigned.

Ethics Policy - The South Orange County Community College District Ethics Policy and Confidentiality Statement.

EEO - Equal Employment Opportunity.

SOCCCDFA - South Orange County Community College District Faculty Association.

4. Ethics Policy and Confidentiality Statement. The South Orange County Community College District Ethics Policy and Confidentiality Statement applies to this process.

5. Emergencies. The President may petition the Chancellor to reduce the time period of any step in this process or any other relief as required for emergency circumstances. Such relief shall be granted as narrowly as possible to address in a reasonable manner the emergency posed.

6. Compliance. These procedures are intended to comply fully with all applicable state and federal laws and regulations. These procedures are to be interpreted so as to comply with any existing law or law subsequently passed. Any provision that directly conflicts with any applicable state or federal law or regulation shall be ignored and a procedure that complies with the superseding authority shall be developed by the Chancellor in good faith and substituted until such time as the Board formally amends these Procedures.

7. Oversight. It is the responsibility of the President to oversee the hiring process. If, in the opinion of the President, the process has been substantially violated or abused, the President may order that an error be corrected, that a portion of the process be redone, that a member of the Committee be excluded from further deliberations, that the process be terminated, or that some other remedial action be taken to assure the integrity of the process.

8. Termination. If, in the opinion of the President, the College cannot fiscally support the position, the President may terminate the process.

9. Interpretation. In the event that a question of interpretation of these Procedures arises, the question shall be submitted in writing to the Director via the President with copies to the Dean and the Chair. The Dean, the Chair, and the President may submit written arguments. The Director shall respond to the question in writing within ten business days of receipt of the question by the Office of the President. If further delay does not prejudice the process, the Director may take one 5-business day extension to render an opinion. In the event that remedial action is required, the Director shall specify such remedial action which shall be implemented in that case. All such written opinions shall be maintained by the Director and shall be available

for review by the college community and the public in redacted form. All such written opinions shall serve as precedent and may be referred to in subsequent cases.

10. Amendment. These procedures may be amended by the Board.

SECTION II. RECRUITMENT

1. Opening. Once an opening has been identified by the College and approved by the Chancellor and the Board of Trustees, the President shall submit a request to fill the position on the appropriate form to the Director.

2. Position Classification. Each full-time opening shall be classified by:

- a) Academic discipline (and sub-discipline, if appropriate)
- b) Department to which the position will be assigned
- c) Tenure Status: temporary or tenure-track
- d) Faculty Type: instructional or non-instructional, or a combination thereof

3. Job Announcement Development. The faculty of the Department shall be given at least five (5) business days to review and to offer revisions to a Job Announcement for a position already held in the District, or twenty (20) business days on written notice from the Director to develop a Job Announcement for a position not previously held in the District. The Dean shall be responsible for submitting the draft to the appropriate Vice President. The Vice President shall submit the draft to the Director and may attach comments to the draft. The Director shall communicate any concerns with the draft to the Dean. The Dean shall have three (3) business days to respond to any comments from the Director. The Director may edit, format and amend the Job Announcement as required.

4. Job Announcement Content. The Job Announcement shall contain:

- a) Opening and closing dates
- b) Summary of duties and responsibilities
- c) Minimum qualifications
- d) Desirable qualifications
- e) Application requirements and procedures
- f) EEO Statement

5. Special Testing. Any special testing required by the position shall be established by the Committee, approved by the OHR, and conducted under the supervision of OHR.

6. Advertising. All openings are advertised through the OHR. The HR Specialist will inform the Dean and the Chair of the advertising that will be placed for the position.

7. Supplemental Advertising. The Chair shall recommend in writing to the Dean any appropriate supplemental advertising including amount and expense. The Dean may recommend to the OHR supplemental advertising. The expense of supplemental advertising shall be arranged by the Dean.

8. Minimum Posting. Open positions shall be advertised by the OHR for a minimum of thirty (30) working days.

SECTION III. APPLICATION PROCESS

1. Submission. Applications, resumes and other required materials are accepted only by the OHR, and may be submitted via mail, fax, electronically, or in person. All application materials shall become the property of the District and shall not be returned. A complete application must be submitted for each position applied for by the candidate.

2. Application Period. Applications may be submitted for a set period of time or “until filled.” In the case where a position is “open until filled,” screening may not begin until at least thirty (30) working days after advertising has appeared in some public forum. In the case where a position is “open until filled,” applications submitted less than two (2) working days prior to the beginning of the paper screening process may be excluded from consideration.

3. Search Extension. The recruitment period will be extended where the applicant pool has fewer than five minimally qualified applications, unless the HR Specialist and the Dean agree to forward the pool as is.

4. Search Reopened. The application process may be reopened where the Committee decides not to recommend a candidate to the President or the President decides not to forward a recommendation to the Chancellor. The President has the authority to reopen a search.

SECTION IV. SEARCH COMMITTEE

1. Chair. The President will appoint the Chair of the Committee from the Committee’s membership.

2. Size. There shall be at least five (5) but no more than seven (7) Members on the Committee. There shall be one non-voting EEO Representative.

3. Members. The Department Chair will recommend up to three faculty members from the Department. The Department Chair will be included as one of the three faculty members if the Department Chair serves on the Committee. The recommendations must be in writing and submitted within twenty (20) business days

of a request for recommendations from the President to the Academic Senate President. The President may appoint one faculty member from outside of the Division/School but within the College. The President may appoint one faculty member from within the District. The President may appoint one faculty member from outside of the District. The President may appoint one administrator or manager to the Committee. Faculty members should have a background of a suitable nature to assure sufficient expertise to evaluate the candidates. Each faculty member recommended to serve on the Committee must be approved by the President.

4. Representative Members. Any group entitled to appoint a member to the Committee pursuant to law or contract may do so pursuant to such authority.

5. EEO Representative. The Director shall appoint an EEO Representative. The EEO Representative is a non-voting member. The same EEO Representative need not serve throughout the process.

6. Membership Appointment Process. The Chair is responsible for forwarding the approved Committee membership to the OHR on the appropriate form.

7. Orientation. The HR Specialist will conduct an orientation meeting to explain roles, duties, expectations, timelines and the rating process to the Committee members. At this time, all members must sign an Ethics Policy and Confidentiality Statement and Conflict of Interest Statement.

8. Relative Weights. At the Orientation, the Committee will assign the value to be given to the application component and to the interview component. Neither the paper screening nor the interview may be weighted less than 30%.

9. Duration. At the Orientation, the Committee will determine the length of the interview.

10. Criteria. The Committee will set the criteria for screening the applications and selecting the applicants to be interviewed based on the position classification and District policy.

11. Interview Questions. The Committee will recommend the interview questions, including any demonstration, presentation, portfolio or similar requirement or exercise. All questions must be job-related. The Committee may require a classroom teaching demonstration or a professional demonstration. The final typed list of questions must be presented to the Committee and approved by majority vote. No changes may be made to the wording of the questions by any member of the Committee that has not been approved by a formal vote of the Committee. The OHR reviews and approves all questions and may make substantive changes and editorial corrections, as deemed appropriate. The OHR must approve all interview questions prior to the interview. During the interview, follow-up questions are

permitted. The Committee may clarify ambiguities regarding any questions during the interview. OHR may provide sample questions at the request of the Chair for the consideration of the Committee.

12. Individual Decision. The evaluation of applicants throughout the process is the individual responsibility of each Committee member.

13. Group Discussion. Committee members are free to discuss applicants and application packets throughout the process provided that 1) an EEO Representative or the HR Specialist and 2) all Committee members are present. No member should be pressured to make a recommendation contrary to such member's opinion. All Committee members must behave in a reasonable, fair, respectful, and equitable manner.

14. Complete Participation. The scores of any Committee member who does not complete the screening process in a timely manner will be deleted from the compiled ranking. Such member shall be dismissed from the Committee.

15. Scoring Variations. The HR Specialist shall review the distribution of scores at each stage in the process and shall contact members who substantially differ from the Committee average. The member will have an opportunity to revise any such score. If the member is able to reasonably defend such score, such score shall stand. In the event that the member is unable to provide a reasonable justification for the score, the HR Specialist is authorized to change such score to the average of the remaining Committee's score for that candidate. If the HR Specialist determines that the aberrant score is a result of bias (pro or con), the HR Specialist in consultation with the Director or the Asst Director of HR may drop such member's scores entirely and dismiss the member from the Committee.

16. Minimum Membership. In the event that the committee membership falls below the required minimum number of members, the President will appoint a replacement.

SECTION V. PAPER SCREENING PROCESS

1. Minimum Qualifications. The OHR will screen all applicant packets for satisfaction of minimum qualifications including equivalencies for minimum qualifications before submission to the Committee.

2. Timing. The Committee may not begin to review applications until the appropriate recruitment period has elapsed.

3. Applications. Any timely application which includes a substantially completed District Application form received by the OHR shall be considered by the Committee.

4. Calibration. The Committee shall meet and shall familiarize themselves with the required and preferred criteria for the position. The Committee shall discuss how to rate applicant packets given the criteria. Sample application packets may be used for this exercise.

5. Evaluation. The application packet shall be evaluated as a whole with respect to the required and preferred criteria.

6. Scoring. The Committee members shall rate each applicant on the Evaluation Form provided by the OHR.

7. Ranked List. The OHR shall review the scores and assemble a final ranked list of candidates by score. The names of the candidates shall not be provided.

8. Recommendation. The Chair and the HR Specialist shall review the final ranked list of candidates by score and shall determine, based upon the distribution of such scores and the number of applicants, how many applicants to invite to an interview.

9. Timeframe. Candidates selected for interview shall be given at least five (5) business days notice.

SECTION VI. INTERVIEW PROCESS

1. Materials. Prior to the interview, the Committee will receive the following materials for each candidate: Applicant files, schedule of interviews, interview questions (Form 3), Individual rating sheet (Form 4), Record of Employment Procedure (Form 6), and the appropriate Recommendation for Employment form.

2. Site. The HR Specialist will make the arrangements for the interview location.

3. Questions. During the interview, follow-up questions are permitted. The Committee may ask the candidates to clarify their responses.

4. Set time. No applicant may remain longer than the time allotted. Specific questions pertaining to salary, benefits, policy, etc., must be referred to the OHR.

5. Score. At the conclusion of each interview, the Committee shall score the candidate. The Committee may discuss as a group each candidate immediately after the interview.

6. Form. The Committee members shall rate each applicant on the Evaluation Form provided by the OHR. The Chair will complete the Record of Employment Procedure Form (Form 6). All Committee members will sign each Interview Rating Sheet (Form 4) and the Equal Employment Opportunity Form.

7. Ranked List. The OHR shall review the scores and assemble a final ranked list of candidates by weighted total score. The names of the candidates shall not be provided.

8. Recommendation. The Chair shall recommend at least three top candidates to a second-level interview.

9. Timeframe. Candidates selected for interview shall be given at least five (5) business days notice. On a case by case basis, candidates who have traveled a significant distance may be afforded a courtesy second level interview, if appropriate.

SECTION VII. REFERENCE CHECKS

1. Timing. Official reference checks, in accordance with the OHR Guidelines, will be performed prior to the submission of the recommended candidates to the President for second-level Interviews. Once reference checks have been completed, the list of successful candidates will be forwarded to the President.

2. Reference Contacts. The HR Specialist, in conjunction with the Chair, will conduct the reference checks.

3. Supplemental References/Background Check. Additional references not specified by the candidate may be consulted. Application information provided by the candidate will be verified by the OHR. All candidates must have signed a waiver for pre-employment screening.

4. Unavailable References. If at least two of the references provided by the candidate are unavailable, the HR Specialist will contact the applicant for additional references.

SECTION VIII. SECOND-LEVEL INTERVIEW

1. Interview. The President may interview the candidates alone and/or in conjunction with other persons as designated by the President. Such persons may vary from candidate to candidate. The President may introduce the candidates to different members of the district/college community. All such participants serve strictly advisory roles and do not vote on the candidates.

2. Consultation. The President may consult the Chair before and/or after the second-level interview.

3. Content. The President may require a teaching demonstration, other professional demonstration, portfolio, writing sample, writing exercise, or any other job-related exercise.

4. Questions. The President may ask any job-related questions, may ask follow-up questions, and may provide clarification to ambiguous or unclear questions.

5. Duration. The President should spend approximately the same amount of time with each candidate.

6. Substantially Similar Interviews. Although variations are permitted throughout the interview process, the President shall give each candidate a substantially similar interview involving the same segments, exercises, and basic amounts of time.

SECTION IX. CONFIRMATION PROCESS

1. Recommendation to the Board of Trustees. The President may select a finalist to recommend to the Chancellor for consideration and approval or reject the pool.

2. Board Item. The Chancellor shall authorize OHR to prepare the personnel agenda item for Board consideration and approval.

3. Decision. The Board may hire or decline any finalist. If a finalist is hired, such offer of employment shall be conditioned upon successful completion of any required background checks.

4. Background Checks. Any drug testing, TB testing, physical examinations, Department of Justice checks, and other background checks as appropriate are initiated and completed by the OHR. Any required physical exams will be paid for by the District. All such background checks must be successfully completed prior to the start of employment. If a finalist fails to satisfy the OHR in regard to the result of any investigation, the OHR may revoke the offer of employment.

SECTION X. EMERGENCY APPOINTMENT

1. Post February 1 Vacancy. Any vacancy which arises after February 1 due to retirement, resignation, death, injury, illness, reassignment, or other reason may be filled with a temporary appointment of up to one academic year. The President shall inform the President of the Academic Senate, the Dean and the Department Chair of the academic area affected, and the Director of the procedure that will be followed. A summary procedure will be followed which will include faculty participation to the extent that it is available given the time constraints involved.

2. Mid-year Vacancy. Any vacancy which arises suddenly or unexpectedly after the academic year has commenced may be filled with a temporary appointment for the balance of the academic year. Under such circumstances, where it is the goal of the President to replace the instructor immediately so as to minimize the adverse impact on the classroom instruction, a temporary appointment may be made on very short notice or on contemporaneous notice. Such appointments may be made by the President.