SEARCH AND SELECTION FOR CONTRACT FACULTY

1. Recruitment Methods
   The Human Resources Department will coordinate efforts to advertise and recruit applicants, working with the program faculty, relevant deans or directors of the library or director of Institutional Technology, Assistant Director of Human Resources or designee, and Vice President of Instruction or Vice President of Student Services. Considered in the recruitment plan will be past successful recruitment data, mailing lists, web pages, and publications and associations relevant to each advertised position. The length of the advertising period should be sufficient to allow for adequate distribution and response and to help obtain larger, more diverse applicant pools. Generally, a minimum of six weeks is required. A college-wide recruitment budget shall be established to support recruitment.

2. Search and Selection Committee Chair
   a. In consultation with the discipline faculty, the Division Dean or appropriate administrator shall select a Committee Chair. The Chair shall be a contract faculty member; otherwise, the Division Dean will serve as Chair. The Committee Chair shall read AP 7120 before proceeding.
   b. The Committee Chair is responsible for keeping the search and selection process proceeding in a timely manner.
   c. The Committee Chair and the Division Dean shall recruit participants as outlined below.
   Committee members are expected to be knowledgeable about diversity values and comply with the CABRILLO COLLEGE BP7100 Commitment to Diversity Policy.
   d. The Human Resources Department will distribute the list of committee members to the Vice President of Instruction or the Vice President of Student Services for approval.
   e. The Committee Chair, when appropriate, may identify other faculty or staff members who may assist in the process by escorting applicants to the interview and giving them a tour of the campus.

4. Search and Selection Committee Membership and Requirements
   a. Committee Requirements
      1. Committee members have an ethical obligation to remove themselves from the committee when bias or the appearance of bias is present. In order to prevent bias or the appearance of bias, no individual with any relationship to any applicant that would impede an unbiased opinion (including but not limited to spouse, ex-spouse, relative, domestic partner) shall serve on the selection committee. Guidelines for evaluating bias and the appearance of bias shall be reviewed at the first committee meeting.
      2. An effort will be made to achieve a diverse membership and gender balance in the composition of the committee.
      3. The Assistant Director of Human Resources or designee shall be available, as needed for deliberations of the committee, to ensure compliance with AP7120
      4. No faculty retiree or resignee from the position shall serve on the selection committee.
   b. Members of the committee
      1. Faculty (majority of voting members, minimum of 3)
         The majority of faculty members on the committee shall be in the discipline of the position, or, if not feasible, in a related subject area. At least one of the committee members shall be qualified in the discipline when possible. The majority of faculty members on the committee shall be contract faculty.
      2. Division Dean
      3. Student as appropriate (interview only)
The student member of the committee shall not have been the student of any of the interviewees, and shall join the committee for the interviews and deliberations after having read the application packets of those to be interviewed.

4. Community Representative, (non-college employee) as appropriate.

5. Committee Orientation

The Committee Chair shall have participated in the training provided by Human Resources and shall schedule an orientation meeting of all committee members. The purpose of the meeting is to review position qualifications, to establish times and locations for application screening and interviews, and to discuss issues of confidentiality, unbiased participation, equal opportunity and diversity. The Committee Chair shall instruct all participants in search and selection procedures and methods to ensure nondiscrimination and compliance with Cabrillo College’s BP 7100. Committee members shall sign a statement affirming confidentiality and unbiased participation.

6. Evaluation of Applicant Pool

The recruitment period may be extended by the Director of Human Resources or designee, or the Vice President of Instruction or the Vice President of Student Services, if there are insufficient applicants or if additional recruitment could significantly improve the pool.

7. Process for Addressing Concerns

In the event that there is a question or concern about confidentiality, bias, or procedure, or in the event that the process is not proceeding in a timely manner, the Vice President of Instruction or the Vice President of Student Services shall consult with the Faculty Senate President and Human Resources to determine whether the process, committee membership, or Committee Chair shall be changed, or if the search should be reopened or extended.

8. Review and Selection of Applicants for Interview

[iRMcF Question: Should there be something in here about minimum qualifications? e.g. The committee reviews minimum qualifications and evaluates those candidates who meet them. Applications for equivalency will be processed in accordance with established equivalency procedures to determine whether the candidate meets minimum qualifications.]

a. Committee members shall use the college application screening evaluation form to rate applications.

b. After committee members have completed their individual rating of all applications, the committee will meet to determine which applicants to invite for an interview. At this meeting, each committee member will put forward her/his highest scored applicants. The committee will review those applicants and recommend candidates for interviews.

c. The committee will develop the interview schedules (which may include weekends), job-related interview questions, and instructions for a classroom demonstration or appropriate job-related presentation. Any other materials the applicant should bring to the interview will also be identified.

d. The interview schedule, job-related interview questions, and instructions shall be forwarded to the Human Resources Department for approval by the Director of Human Resources or designee and the relevant Vice President. Any changes to the above shall be reviewed by the Committee Chair prior to the day of the first interview.

e. Upon completion of the screening process, all applications, screening and interviewing materials shall be secured in the Human Resources Department. [Does this need to be modified given that the applications are now online?] The Human Resources Department will notify candidates of their interview appointments. If possible, candidates will be notified of selection two weeks prior to the interview, especially when travel is involved.

f. If applicable, the equivalency process shall be completed according to the equivalency process guidelines prior to sending an equivalency candidate an invitation for interview.

9. Interview Process

[iRMcF: Should there be something in here about consistent treatment of all candidates? e.g. they are asked the same questions, and the same amount of time is scheduled for each candidate?]

a. Prior to the first interview, the committee members shall agree on the scoring procedure and how questions and teaching demonstrations or relevant presentations shall be weighted.

b. Committee members shall use the college interview evaluation form to score each candidate’s performance during the interview. A committee member must be present at all interviews in order to participate in this process.
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10. Recommendation Process
   a. At the conclusion of the interview, the committee will make its recommendation, which should include a minimum of three candidates. Candidates may be ranked or unranked by the committee. Recommendations must also be accompanied by a written summary of strengths and weaknesses of each recommended candidate. In the event that there are not three qualified candidates recommended, the committee must include a written explanation.
   b. All selection materials and the recommendation form shall be forwarded to the Human Resources Department which will notify the Vice President of Instruction or the Vice President of Student Services of the recommendation. The Human Resources Department will notify candidates not recommended as finalists.
   c. Upon receipt of the committee recommendations, the Vice President of Instruction or the Vice President of Student Services may meet with the committee to discuss the summary of strengths and weaknesses of each candidate.
   d. The Human Resources Department and/or the Division Dean will conduct confidential reference checks on the candidates recommended. The Vice President of Instruction or the Vice President of Student Services may review the reference checks, interview recommended finalists, and recommend a candidate to the Superintendent/President.
   e. In the event that the Vice President of Instruction or the Vice President of Student Services cannot forward the committee’s top ranked recommendation because of exceptional circumstances or compelling reasons, she or he shall review the reasons with the Committee Chair and meet with the committee to discuss the remaining candidates.
   f. In the event that the committee and the Vice President do not agree on the recommendation to be forwarded to the second interview, the committee and Vice President will reconsider other applicants, or the search will be reopened.
   g. The top ranked candidates shall be interviewed by the Superintendent/President, the relevant VPI, and the chair of the committee or department chair. At least one person in this second interview must be a faculty member. The 2nd interview group will carefully consider the ranking that is provided by the selection committee, but may select from among the top candidates if it is agreed that someone other than the top ranked candidate will be a better fit for the position.
   h. Upon approval by this group (Superintendent/President, VPI, and faculty member), the Vice President shall notify the appropriate unit administrator of the Superintendent/President’s recommendation. If the second interviewers do not agree on a candidate, the recommendation will be returned to the Vice President, and the procedures in section 10e will be followed.
   i. The Superintendent/President or designee shall notify the successful candidate of the intent to recommend her/his appointment to the Governing Board. Upon the candidate’s acceptance, the Human Resources Department will notify remaining candidates.

11. Emergency Situations in which a temporary contract is needed.
   In the event of an emergency need for a contract faculty member, the Division Dean may assign a qualified applicant to the position for up to one academic year only. Existing adjunct faculty, including those in an adjunct pool, shall be given first consideration. In the event that this is not feasible, the Division Dean may ask the Director of Human Resources or designee, and the Vice President of Instruction to recommend to the Superintendent/President that the assignment be made without recruitment but with an interview by the Division Dean and at least one faculty member. An assignment made without recruitment will be for a maximum of one academic year.

12. Review and Revision of Search and Selection Procedures
   The Search and Selection policies and procedures are subject to review and revision at the request of either the Faculty Senate, the Administration or the Governing Board. Any proposed revisions shall be reviewed by a joint task force of representatives of the Faculty Senate and the Administration. The Faculty Senate and the Administration shall send forward recommendations to the Governing Board for approval.

Legal Reference: AB 1725, Section 4

Adopted: May 7, 1990
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