# PERALTA COMMUNITY COLLEGE DISTRICT
# OFFICE OF HUMAN RESOURCES

## HIRING PROCESS:  REGULAR FACULTY POSITIONS

1.  **Purpose -** To clarify the steps and the process for filling vacant faculty positions. A separate document describes HR's process for filling management and classified positions.

2.  **References –**

   - Administrative Procedure 7121
   - Board Policy 3410
   - Board Policy 3420
   - Board Policy 7100
   - PCCD Bargaining Agreement with Peralta Federation of Teachers
   - Education Code Sections (various)

3.  **Contents –**

## 4. Request To Advertise

To fill vacant faculty positions, please submit a **Request To Advertise** packet containing the following items:

- **Personnel Action (Paper Form)** – Request To Advertise. In addition to the standard fields, the following information must be included on the PA:
  a. Position Control Number (Consult with Director of HR, if none or if it is a new position, HR will create a new position number)
  b. Job Code & Title
  c. FTE & Hours/Week. (Specify work schedule if less than 1.0 FTE.)
  d. Budget Code
  e. Comments – Include name of prior incumbent.

• **President/Vice Chancellor Memorandum** – Explains the reason why the college/department is requesting to fill the position. This memorandum should also address:

  - changes in the duties of the position, if any, since the last time the position was filled
  - any special advertising requests (subject to review and budget)
  - details around any testing/evaluation requirements of applicants and/or semi-finalists

• **Draft Job Description** – If the position has previously been filled, the draft should be a copy of an already approved job description with any changes either highlighted or underlined. Includes duties, minimum qualifications and desirable qualifications. If a new job title is being proposed, a process will have to be initiated to determine the proper title, salary, duties, etc.

• **Completed Faculty Hiring Process Checklist per AP 7121**

• **Additional Requirements**[1]: Grant information or any additional information required by the Chancellor or Vice Chancellor for HR and Employee Relations.

### 5. HR Review of the Request

- HR will confirm the job description with the department chair and the Dean.
- HR will confirm budget and position information with Finance.
- The Chancellor approves all Requests to Advertise.
- If review of the job description is ongoing after the Chancellor approves the Request to Advertise, HR will complete that work before the position is posted.

### 6. Advertisement

- **(INTERNAL POSTING) – Per Article 9 of the District's collective bargaining agreement (CBA) with the Peralta Federation of Teachers, all openings for vacant faculty positions shall be posted in an internal announcement for 10 working days. Any internal applicants for will be interviewed before external applicants or hourly instructors are given consideration.)**

- Positions are posted on the District website, the CA State Chancellor's Office website, and other venues depending on the position. HR encourages your suggestions on specific strategies for marketing your particular position. Marketing of all positions is subject to budget constraints and personnel.

- Per Administrative Procedure 7121, faculty positions will be posted four to six weeks.

- Faculty positions with a master's degree requirement are normally posted in the online edition of the Chronicle of Higher Education.

- Faculty positions in vocational/CTE disciplines are normally posted on Craigslist and on technical/professional websites.

- During the advertisement period, HR may consult with you if there is a need to extend the advertisement.

7. **Committee Composition** – HR will send a copy of the Faculty Screening Committee Composition form to the College President and President of the College Academic Senate (AS). The committee is composed as follows:

At least three (3) full-time regular faculty (i.e., tenure, tenure track and non-tenure track faculty) <u>at least one of whom shall be from the discipline</u> and the remaining faculty can be decided by the college Academic Senate President, in consultation with the faculty of the discipline, one of which shall be the department chair, if one exists; and one administrator (usually the area administrator) appointed by the College President.

a. The composition of the committee shall be reviewed by the College President and approved by the Office of Human Resources.

b. Additional faculty members may be appointed by the Academic Senate President in order to achieve a selection committee *balanced by gender and ethnicity*.

c. If there is insufficient discipline expertise in the faculty in the college where the vacancy exists, faculty with expertise in other colleges inside or outside the District may be members of the Committee as well as *retired Peralta faculty* in the discipline within three years of their retirement.

d. In a college where the discipline expertise is in the *part-time or non-tenure track*, these staff can be participate in the Selection Committee providing that the majority of faculty members on the Committee are full-time.  For example, if there is a committee with three faculty, two must be full-time faculty.

e. The committee may also include a *classified staff* member (such as a Lab Assistant) from the discipline, or a closely related discipline, appointed by the Academic Senate President in consultation with the Classified Senate and/or Union.

      i. A faculty member is to be selected as Chairperson.
      ii. After the Committee Composition has been approved, HR is to brief the Committee.

The HR Analyst reviews the composition of these committees, works with the College President and AS President to address EEO concerns as they relate to the composition of the committee.

## 8. Tenure Review Committee

- The Tenure Review Committee is to be identified and formed at the time of the formation of the Hiring Committee.

- (From Administrative Procedure 3.30) "A Tenure Review Committee (TRC) shall be established for each probationary tenure-track faculty member. The TRC committee shall be established at the same time as the formation of the hiring committee, notified in writing of their selection, and confirmed by date of hire."

## 9. HR's Review of Applications

- HR will normally complete review of applications within five business days after the closing date. However, in cases where there is a high volume of applications, it may take longer.

- Also, it is important to note that there may be some applications that require review by the District Academic Senate for Equivalency. All Equivalency reviews must be completed before the pool of candidates may be forwarded to the committee. Depending on the number of equivalency requests and the complexity, this is another element that can extend the initial review process.

## 10. Committee Process

- HR strongly recommends that the committee meet as soon as possible before the position closes. In this way, the committee can begin development of screening criteria and interview questions as soon as HR (and the DAS) has completed the initial screening.

- Prior to the first meeting, each committee member will normally receive, via email, a written orientation on use of the PeopleAdmin job application website and be given a guest user name login and password.

- Initial Meeting – The appointed administrator is responsible for coordinating and scheduling the first meeting. All members of the committee and an HR representative must attend the first meeting.

- The committee chair is identified at the first meeting. Whenever possible, the selection committee shall elect a faculty chair from this committee, who shall be from the discipline, or a related discipline.

    a. ***OPTIONAL:*** *The Hiring Manager may attend the first meeting to speak briefly about her/his vision and priorities with the position. This should only be done at the beginning of the meeting. The Hiring Manager may not participate in the remainder of the meeting or in any deliberations.*

    b. The committee is to rely on the job description, including the duties, qualifications that exceed the MQs, and desirable qualifications to make decisions on developing screening criteria and interview questions.

    c. A representative of HR will conduct necessary training for the committee and answer questions. Among other topics, this training will include information about confidentiality, the process, diversity, and interviewing best practices.

    d. At the conclusion of the training, the HR Representative will collect the signed Confidentiality Agreements and bring them back to HR for filing. S/he will also leave a packet with the committee chair that contains supporting information to properly conduct screening and interviewing.

    e. The document, **Your Role in the Selection Process**, will be distributed to every member of the committee to take and review.

    f. (https://peraltaccd.peopleadmin.com/hr/sessions/new). Job applications may be reviewed at any time from any computer during the period the committee is reviewing applications.

    g. The committee should accomplish the following before concluding the first meeting:

        i. Come to agreement and block out calendars with dates and times for remaining committee meetings, including interview dates.

ii. Decide whether to paper-screen the applications or interview all candidates. If the committee will interview all candidates, then paper-screening is not required. HR recommends that committees interview everyone when the pool has less than ten candidates. This is a recommendation, not a rule.

iii. If paper-screening is to be conducted, come to agreement on proposed paper-screening criteria.

iv. Review **Your Role in the Selection Process** for tips on paper-screening criteria. *Paper-screening criteria may be based solely on objective criteria such as experience and education. Determining a candidate's ability can be more subjective. Those types of determinations should be reserved for the interviewing stage.*

v. **Paper-screening criteria must be approved by HR.**

vi. Come to agreement on time-line, communication, and process for developing interview questions

- **Paper-Screening** – Members of the committee may begin to paper screen the applications after HR has approved the criteria and has sent access to the online applications.

  a. Every application must be screened by every member of the committee.
  b. Use the 0 – 4 Rating Key shown on the bottom of the criteria form.
  c. After compilation of scores, the committee comes to agreement on the "cut-off score." Any candidate whose paper-screening score meets or exceeds the "cut-off score' is to be invited for interview. No exceptions.

  d. After the committee has completed the paper screening and review of applications, the chair will email the following information to HR:

     i.  Paper Screen Summary sheet with semi-finalists names highlighted

     ii.  Paper-screening worksheet from each committee member

     iii.  Cut-off score and interview date(s).

     iv.  Interview questions draft.

  e.  HR will notify the selected and non-selected candidates by email.

- **First Round of Interviews** – Interview of the selected candidates may be conducted after the interview questions have been approved and the paper- screening results have been validated by HR.

  a. Review the "Guidelines for Interviews" in Your Role in the Selection Process handout for tips on interview questions.

  b. Use only the 0 – 4 Rating Key shown on the bottom of the interview rating sheet

  c. Candidates must be contacted to schedule interviews <u>at least one week in advance.</u> This gives the eligible candidates adequate notice and should result in having maximum participation in the interviews by the selected candidates. This will also give out of town candidates time to schedule travel.

  d. <u>Video conferencing is available for faculty candidates if they live in excess of 250 miles from the Peralta Community College District office.</u> Phone interviews is not permitted for any candidate. All candidates must appear for final interviews in person.

  e. The interviews should also include a teaching demonstration. The committee is allowed to create its own rubric for scoring the teaching demonstration. It is not a requirement that the teaching demonstration be scored using the 0 - 4 rating key used for interview questions. The teaching demonstration and scoring rubric must be reviewed and approved by HR.

  f. After compilation of scores, the committee determines who will be forwarded based on the highest scores (0-3 finalists in ranked order per AP 7121)

- **Second Round of Interviews (Optional)** – The Selection Committee may wish to schedule second-stage interviews for those that are considered best qualified. The same guidelines apply as outlined above for conducting interviews.

- **Conclusion** – The committee chair is responsible for the following:

  a. The Selection Committee shall recommend from 0-3 finalists to the College President in ranked order.

  b. Deliberate and compile input from the members of the committee and write the committee's recommendation memorandum (Strengths & Weaknesses.) Gather all materials from each member of the committee, i.e. all scoresheets, notes, etc.

  c. Turn in all materials to HR including:
      i. Strengths & Weaknesses Memo (of finalists)
      ii. Interview Score Summary sheet
      iii. Interview rating sheets from each committee member
      iv. Any notes taken during the process by each committee member
      v. All required paper work/forms per the Return Checklist included in the committee packet.

  d. The HR Analyst will review and validate the completed committee packet and notify those candidates not forwarded for final interview as well as the candidates who were forwarded.

## 11. HR Review of Committee Results

- HR will normally complete review of the committee's recommendation within two business days after the materials have been returned by the chair of the committee.

## 12. Final Interviews

- The appropriate Vice President (Instruction or Student Services), the Selection Committee Chair and the College President shall review the Selection Committee's recommendations, interview the finalists and conduct additional reference checks.

- The College Academic Senate President is expected to join in these interviews. All participants in the interview are required to read and sign the Confidentiality Agreement/Nepotism Declaration.

- The College President is responsible for drafting interview questions, obtaining HR approval, and scheduling interviews of all the finalists along with notifying the other individuals required to be present.

• The College President should ensure that each of the finalists signs the Reference Check Authorization Form before leaving the interview.

• **The College President may:**

  o make a recommendation from those candidates forwarded by the Selection Committee;

  o request additional candidates to be recommended by the Selection Committee; or,

  o reopen the process.

- All participants in the final interview must complete the interview rating sheets and rate the finalists on their answers using the provided rating scale.

- **(Salary placement discussions with the selected finalist will be conducted by HR. Only the Board of Trustees is authorized to approve any salary placement that is not in accordance with the provisions outlined in the PFT contract. Contact the Director of HR for details on the steps to take if a College President wishes to request a specific salary placement as an exception. These details are also outlined in the Appendix to the PFT contract.)**

- **College President** - Please return all of the following documentation as a part of the recommendation packet:
  o **Recommendation Memo (Faculty)** – Includes background information about the recommended finalist(s), including background, education, experience, skills, and qualifications. Includes recommended start date. Salary recommendation is not solicited. This is a determination that is made by HR in accordance with PFT contract.

- o ePAF - In addition to standard fields, the following data needs to be included:
  - FTE & Hours/Week. (Specify work schedule if less than 1.0 FTE.)
  - Salary (HR will input salary after review)
  - Budget Code
  - Comments: Include name of Prior Incumbent

- o Faculty Service Area Form – Please download the latest form from the HR website: http://web.peralta.edu/hr/hr-documents-forms/.

- o Tenure Review Committee Memo is to be sent directly to Ed Services.

- o Reference Checks – Completion of at least three reference checks for all external candidates is required from their current and previous supervisors. Reference checks for internal candidates are also required from at least the current or previous supervisor. (Internal refers only to permanent/salaried employees of the District.) Collect as much of the requested information on the form as the reference will give. Adjunct instructors are not internal candidates.

- o All other documents from the hiring packet, including confidentiality agreements, application materials, interview notes, schedule of interviews, etc. Please refer to the return checklist included in the packet.

- o Offers of Employment is only made by HR after review of the finalist/recommendation packet. The offer letter template will be provided to the President's office to email to the candidate.

## 13. Final Review, Offer, and Approval

- HR will review the recommendation materials for completeness and follow up if necessary.

- Per AP 7121, the College President sends the formal written notification of the employment offer. The HR Analyst will provide the College President with language that must be included in the offer letter.

- After the Chancellor approves the hire (fully approved ePAF), an email announcement is sent by the HR Analyst.

- During the employment intake appointment, candidates new to the District will be given information to have their fingerprints taken at another location. There are other requirements, such as TB testing, completion of the I-9, etc.

- **Background Check** – All new employees must be fingerprinted, per Ed Code. Employment is contingent upon completion and review of a criminal background check with the CA Department of Justice. Finalists for faculty positions should normally complete the background check well in advance of the start of their first term as a tenure track or non-tenure track faculty. However, if that is not the case, they must provide evidence of submission of fingerprints within ten (10) working days of date of employment. If such evidence is not provided, the faculty member must be removed from the classroom/assignment until such evidence is provided and results are received. After the results have been received from the CA Department of Justice, HR will contact the Hiring Manager immediately to inform her/him that the finalist is now cleared for hire.

- Start Date – If the recommended start date on the ePAF has passed when the finalist is cleared to work, the HR Generalist will contact the Hiring Manager regarding a new start date.

- After confirmation of the start date and the intake process, HR will enter the employee's job record in the HRMS (HR Management System).