

Document # MSOP10	Title: Request to Advertise-Vacancies/New Positions (Faculty)	Print Date: 7-25-2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7-25-2014

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.

Scope: This procedure applies to all employees (Faculty, Staff, Administration) who are involved in the processing of leave (load) banking program.

Responsibilities:

PCCD District Human Resources
College President
Vice President of Instructions
Director of Business and Administrative Services
Division Deans

References:

- Board Policy 3.26
- Board Policy 3410
- Board Policy 3420
- Board Policy 7100
- Administrative Procedures 3.26
- PCCD Bargaining Agreement with Peralta Federation of Teachers
- Education Code Sections (various)
- <http://web.peralta.edu/hr/files/2012/08/Faculty-Hiring-Process-External-02-12-13.pdf>

Procedures:

1.0 Request To Advertise

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

- 1.1 Personnel Action (Paper Form) – Request To Advertise. *In addition to the standard fields*, the following information must be included on the PA:

- Position Control Number (*Consult with Director of HR, if none*)
- Job Code & Title
- FTE & Hours/Week. (Specify work schedule if less than 1.0 FTE.)
- Budget Code
- Comments – Include name of prior incumbent.

1.2 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.

1.3 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. Hiring Process for Filling Faculty Positions Page 3 of 11 Office of Human Resources October 11, 2012 (rev: 01/15/2013).

2.0 HR Review of the Request

2.1 HR will confirm the job description with the department chair and the Dean.

2.2 HR will confirm budget and position information with Finance.

2.3 The Chancellor approves all Requests to Advertise.

2.4 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.

3.0 Advertisement

3.1 (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.)

3.2 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.

3.3 Per Administrative Procedures to Board Policy 3.26, faculty positions will be posted four to six weeks.

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

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

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

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4.0 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) members (of the discipline or related discipline) appointed 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 the Equal Employment Opportunity Officer.
- 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 staff, these staff can be used as part of the review process providing that the majority of faculty members on the Committee are full-time.
- 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.

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.

5.0 Tenure Review Committee

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

5.2 (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.” Hiring Process for Filling Faculty Positions Page 5 of 11 Office of Human Resources October 11, 2012 (rev: 01/15/2013)

6.0 HR’s Review of Applications

6.1 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.

6.2 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.

7.0 Committee Process

7.1 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.

7.2 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 login and password.

7.3 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.

7.4 Committee Meetings should be conducted on college/district property. Off-campus committee meetings must be approved by the Director of Human Resources. If circumstances compel a need to conduct an off-campus committee meeting, then there must first be consent from **each** member of the committee to have the meeting in a non-District meeting space. Then, the committee chair must then submit a request to the Director of Human Resources requesting approval to conduct a meeting outside of college/district property and indicating that each member of the committee has agreed. The request must be accompanied by a justification for not conducting the meeting on campus or district facilities.

7.5 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.

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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***, should 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:

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

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- i. 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.
- j. If paper-screening is to be conducted, come to agreement on proposed paper-screening criteria.
- k. 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.*

8.0 Paper-screening criteria must be approved by HR.

- a. Every application must be screened by every member of the committee.
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- b. Use the 0 – 4 Rating Key. Speak to the HR Analyst regarding online rating of applications, which is also possible.
- c. After compilation of scores, the committee comes to agreement on the “cutoff score.” Any candidate whose paper-screening score meets or exceeds the “cutoff score” is to be invited for interview. No exceptions.
- d. After the committee has completed the screening and review of applications, the chair will drop off or electronically transmit the following information to HR:
1. Composite score sheet of all Paper-screening Scores
 2. Paper-screening score sheet from each member of the committee
 3. Note indicating cutoff score, names of those to be invited for interview, and interview date(s).
 4. Proposed interview questions, if not already submitted.
- e. HR will notify those candidates not forwarded for interview. 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.
- c. HR recommends that selected candidates be contacted to schedule interviews at least a week in advance. 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. Phone interviews are not permitted. All candidates must appear for their interview before the committee in person.
- e. After compilation of scores, the committee determines who will be forwarded based on the highest scores.

The candidates should be evaluated with respect to but not limited to the following criteria:

- Subject area knowledge and competency;
- Educational background/history;
- Teaching or service experience;
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- Commitment to professional growth and service;
- Potential for overall professional effectiveness;
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic background of the students, as well as the special needs of the disabled.

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.

- 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. Compile input from the members of the committee and write the committee's recommendation memorandum. Gather all materials from each member of the committee, i.e. scoresheets, notes, etc.
 - c. Turn in all materials to HR including:
 - i. Recommendation Memo
 - ii. Composite score sheet of all Interview Scores
 - iii. Interview score sheets from each committee member
 - iv. All applications
 - v. All notes taken during the process by each committee member
 - d. HR will notify those candidates not forwarded for final interview.

9.0 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.
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10.0 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 fill out interview score sheets and rate candidates 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
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- Faculty Service Area Form – Please download the latest form from the HR website: <http://web.peralta.edu/hr/hr-documents-forms/>.
- Tenure Review Committee Memo
- Reference Checks – Be sure that the candidate has signed the reference check authorization. Completion of at least three reference checks is required for all external candidates. If three references could not be reached, please also provide the names and position/relationship to the candidate of the individuals that could not be reached or did not respond and the dates that attempts were made to contact them. Collect as much of the requested information on the form as the reference will give. Some of the information, such as salary information, may have to be used by HR for further analysis. The hiring manager may not serve as a reference.

Contact the current or most recent supervisor for a reference. Candidates occasionally state that we may not contact their current supervisor. If the candidate asks that the current supervisor not be contacted, let them know in advance that this is a required step in our process. Then contact the most recent supervisor for a reference. If you are not able to contact the candidate's direct supervisor, note the name of the supervisor and the date(s)/time(s) and method(s) used to contact them. If the direct supervisor can't be reached, ask the candidate for additional references.

HR will closely examine reference checks. In some cases, we may ask for additional references.

A reference check for an internal* candidate with at least the current supervisor is required unless the current supervisor and hiring manager is the same person. The hiring manager may not serve as a reference. If the current supervisor is also the hiring manager, then a reference check from another source is required, preferably a previous supervisor. If you are not able to obtain a reference in this case from a previous supervisor, please explain.

*(For reference check purposes, "internal candidate" refers only to permanent/salaried employees of the District. An "internal candidate" is not an hourly/temporary/part-time employee.)

All other documents from the hiring packet, including confidentiality agreements, application materials, interview notes, schedule of interviews, etc.

Offers of Employment **may not** yet be made at this stage of the process.

11.0 Final Review, Offer, and Approval

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

After the Chancellor approves the hire, an email announcement is sent by the HR Analyst.

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- Per AP 3.26, the College President shall notify the successful candidate and send 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.**
- 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 PA has passed when the finalist is cleared to work, the Hiring Manager must notify HR in writing, such as email, of the new start date.
- After confirmation of the start date, HR will enter the employee’s job record in the HRMS (HR Management System), and send a copy of the PA to Payroll.

Forms/Records:

Form #	Record/Form/Activity Name	Satisfies Clause
Other Forms/Records		