

**Faculty Hiring Procedures
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Faculty Hiring Procedures ChartAppendix A

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LOS ANGELES TRADE TECHNICAL COLLEGE FACULTY HIRING PROCEDURES

The Board of Trustees adopted significant revisions to Chapter X, Article III, Selection Policies, Section 10304, Agreed to Policies and Procedures for the Hiring of Full-Time Faculty Members, at its February 14, 2001 meeting. The following local hiring procedures have been agreed to by the Academic Senate and the College President of Los Angeles Trade-Tech College and are in keeping with the new Board Rules. The College President and the Academic Senate hold joint responsibility for assuring that the District and local hiring policies and procedures are observed. Both parties retain the right to review and, if necessary, revise these procedures. These procedures become effective May, 2008.

A. REQUESTING A NEW OR EXPANSION FACULTY POSITION

1. Departments, the College Academic Senate, and the College President or designee may submit proposals for faculty positions.
2. All request for full-time and replacement faculty positions will be submitted to the Academic Senate Hiring Prioritization Committee chair at the first meeting of the committee in October.
3. The Academic Senate Hiring Prioritization Committee shall make a recommendation on the proposals for faculty positions to the College Council by the first week of November. The Academic Senate Hiring Prioritization Committee will forward the recommendation to the College President for final approval.

B. REPLACEMENT OF FACULTY POSITIONS

1. Shall be governed by Article 33 of the AFT Faculty Guild contract. Program viability, staffing needs, enrollment and financial resources should all be considered in making replacement decisions. Should the College President determine not to replace the employee, the reasons for the decision shall be communicated in writing to the Academic Senate President. The position shall be replaced with a tenure-track position within one year, unless program review indicates that the department for which the replacement faculty member is to be hired is no longer viable.

C. FULL-TIME FACULTY HIRING FOR CATEGORICAL PROGRAMS

All of the provisions in this document for full-time faculty selection shall be required for these positions. The only exception is that these positions are not required to be recommended by the Senate Hiring Prioritization Committee.

D. BEGINNING THE SEARCH PROCESS AND COMMITTEE COMPOSITION

1. If the College President accepts the Academic Senate Hiring Prioritization Committee recommendation, the President or his/her designee shall forward intent to fill form for each position to the appropriate district official.
2. The Faculty and Administration will meet at the outset of the search process to clarify roles, objectives and expectations. This may be accomplished via hiring Workshop training sessions, which includes a comprehensive review of the process, goals and objectives. The Hiring Workshops may be delivered online or through workshops eligible for faculty flex credit.
3. The search committees will be formed under the direction of the appropriate Vice President and the members of each committee will participate in the hiring Workshop training session, generally held in the late fall and early spring of each academic year.
4. In keeping with LACCD Board Rule 10304.1, section 2.2, each search committee shall select as follows: two tenured faculty from the department, *including at least one from the actual discipline*, where the vacancy exists, one tenured representative selected by the Academic Senate, one administrator (usually the area dean). The department chair or designee is a member of the hiring committee. In the case in which the department chair is not tenured, the chair will select a tenured designee from the department. The voting members of the committee shall elect the chair of the committee. A nonvoting compliance officer or designee will participate in all aspects of the search and interview. Should the discipline where the vacancy exists consist of less than two full-time tenured faculty members: Any tenured faculty member working full time in the discipline will be seated on the hiring committee. Tenured faculty members working at any load shall be chosen by the department until two tenured faculty members are seated. If tenured faculty do not exist within the discipline, the department full time faculty may choose from the following options:
 - a) Select a colleague from the same discipline who works at another community college; or
 - b) Select a colleague from a related discipline at the college; or

c) Consult with the Academic Senate to determine how to meet the faculty minimum.

5. Additional members may include but are not limited to representatives from the same or related discipline, and members of industry or professional groups or organizations or transfer institutions related to the discipline where the vacancy exists. These additional committee members are advisory and non-voting. Additional members may be added to the committee if agreed to by the discipline where the vacancy exists. The department will agree upon the voting status of any additional committee members before the search process begins.
6. Search committee members who serve as part of a faculty selection process will need to participate in all aspects of the selection process including but not limited to review of all candidate files and all candidate interviews. The search and selection committee composition will remain the same. No new or substitute committee members shall be added to any search or selection committee once the committee is constituted. The committee shall not proceed without at least three voting members; at least two of whom are tenured faculty.
7. Each committee members shall be reminded of the confidential nature of the faculty selection and interview process by the Compliance Officer or designee.

E. RECRUITING FOR THE POSITION

1. A general recruitment campaign will be developed by the search committee and will be conducted by the area dean and department chair early in the spring semester for all probationary positions to be filled for the next academic year. This process may also include but not be limited to placing display ads in the Chronicle of Higher Education, Community College Week, Hispanic Outlook and Black Issues in Higher Education, and/or other relevant professional publications for the purpose of reaching the broadest range of potential applicants. The position openings will also be posted on the LACCD website, college web site, and State Chancellor's Registry.
2. The department will develop a recruitment plan in conjunction with the area dean that complies with the provisions of Proposition 209. The plan shall include contacting all potential eligible candidates in the LACCD Recruitment Pool and the State Chancellor's Registry, and distributing the announcement to area colleges and professional organizations related to the field where the vacancy exists. The position will be advertised for at least six weeks.

3. The search committee, including the Compliance Officer, will draft a position announcement. The announcement will follow the guidelines stated in Board Rule 10304.1 At a minimum the announcement shall include:
 - a) The duties and responsibilities of a contract faculty member
 - b) A statement of the Minimum Qualifications (as defined by the California Community College Statewide Minimum Qualifications document)
 - c) Any other desirable characteristics essential to the position to be filled
 - d) A statement of sensitivity and understanding of diverse populations served by the Los Angeles Community College District

F. ACCEPTING APPLICATIONS/USING THE FACULTY INTEREST POOL

1. The position announcement will direct potential applicants to submit their materials to the elected chair of the search committee during the designated filing period. The committee will prepare a checklist of criteria that will be used to conduct the preliminary paper screening of applicants for conformance with minimum qualifications. (See LACCD Board Rule 10304.1 section 2.6) Applicants will be instructed to submit a current resume, unofficial transcripts, and a minimum of three letters of reference.
2. The area dean will request the appropriate State Chancellor's Registry list from the District Division of Human Resources and, in conjunction with the hiring committee chair, send an announcement of the position opening to the State Chancellor's Registry for posting statewide.
3. The position announcement will direct all potential applicants to submit the following items to the search committee chair for the purpose of creating the applicant file:
 - a) Cover letter of interest and current resume expressing how the candidate meets the qualifications of the position as announced.
 - b) A completed Los Angeles Community College job application.
 - c) Copies of transcripts (official transcripts are required at the time of hiring).
 - d) Other documents as requested by the search committee such as work products or portfolios.
 - e) Other unsolicited materials will not be considered or returned.

4. The elected committee chair shall be responsible for maintaining candidates' documents and committee member files in a secure and confidential environment. The elected committee chair shall also be responsible for maintaining security of the selected interview questions and other interview processes.

G. SELECTING THE INTERVIEW CANDIDATES

1. The applicant files will be compiled and collected by the search committee chair. The files will be held in a confidential manner until the selection committee is ready to review them.
2. The committee chair shall arrange for viewing of the files at an agreed upon time and location on the campus. Selection of the candidates to be invited for interviews will be determined by the selection committee members through an agreed upon selection criteria based upon minimum qualifications, industry standards and any applicable LACCD Board of Trustee rules.
3. The committee shall develop a matrix or rubric to determine which candidates shall be invited for an interview.
4. The committee chair will draft a letter to invite the candidates for interview. This letter will provide each candidate an overview of how the interview process will be conducted, and what materials are required for the interview.
5. The compliance officer or designee will be present throughout the candidate folder review and interview processes.
6. Each selection committee shall interview a minimum of three candidates. An explanation shall be provided on the Evidence of Effort/Faculty Form if fewer than three (3) candidates are interviewed.
7. Any member of any faculty search, selection or hiring committee shall immediately disclose to the entire committee any degree of relationship, friendship, or acquaintance with any candidate being considered for employment.

H. CONDUCTING THE INTERVIEW PROCESS

1. The selection committee will convene prior to the start of the interviews to accomplish the following tasks:
 - a) Develop a set of interview questions and/or activities that address the qualifications advertised in the position announcement.
 - b) The same questions will be asked of each candidate and appropriate follow-up questions should be asked when deemed necessary during each candidate's interview.

- c) Activities may include teaching demonstrations, writing samples, performances of skills, or other simulated real job duties relevant to the position. Candidates will be notified in advance about the nature and content of this portion of the process.
 - d) Appropriate skills demonstration.
2. Provide a copy of the interview questions developed by the interview committee to the compliance officer or designee for review before the interviews commence.
 3. Agree on the schedule and format to conduct the interview process, including: process to escort the candidates to the interview locations; arrangements for a campus tour if desired; and considerations to treat all candidates in a professional and respectful manner.
 4. The seated members of the committee shall use a rating process and forms agreed upon before beginning the interviews. The completed forms will be forwarded to the President or his or her designee to be used as part of the final interview and selection process as soon as the interviews are culminated.
 5. The committee will be reminded by the compliance officer or designee prior to the start of the interviews of the confidential nature of the task at hand and guidelines in asking questions and evaluating candidate qualifications. (See LACCD form C 306-7)

I. SELECTING THE FINALISTS

1. The committee will forward the names of at least two finalists for further considerations to the College President or his or her designee. The President's designee may not be a member of the seated search committee. If only one candidate's name is forwarded a written rationale must also be provided. All finalists will be deemed able and capable of performing their job at the level of excellence expected from all faculty members of the college. The committee may elect not to forward any names and extend the search not to exceed one academic semester. Only finalists designated by the seated selection Committee may be interviewed by the College President or his/her designee.
2. The selection committee chair, when forwarding names of recommended candidates to the College President, is permitted to include an in-depth summary of the perceived strengths and

- weaknesses of each candidate and to indicate the preferences of the committee, but the names will be unranked.
3. The completed forms will be forwarded to the President and his or her designee to be used as part of the final interview and selection process as soon as the interviews are culminated. The appropriate documents are forwarded to the District Office once the campus hiring process is complete.
 4. The College President will invite the committee to designate one committee member to serve as the designee of the committee during the final interview process. This committee member must have participated in all preceding activities of the selection process. The role of the committee member will be to ask questions where appropriate during the final round of interviews and advise the President, being fully aware that the ultimate decision rests with the College President.
 5. The College President, while sensitive to the recommendations of the search/selection committee, may choose for compelling reasons, to extend or abandon the search due to budget cuts or other exceptional circumstances.
 6. In the event that the College President does not accept the recommendations of the hiring committee or changes the recommendations from hiring a probationary instructor to a limited status instructor, the President will provide within ten business days a written statement to the committee, with a copy to the Academic Senate President, stating the compelling reason(s) for making such a change.

J. FINALIZING THE HIRING SELECTION

1. The President or appropriate Vice President will communicate with the chair of the selection committee to determine who will conduct the reference checks on the finalists.
2. Every effort will be made to make the final selection within two weeks of the final interview. The name of the preferred candidate will be forwarded to the District Division of Human Resource for final clearance.
3. The elected hiring committee chair will draft a job offer letter for review and signature by the President or his/her designee.
4. The office of the appropriate Vice President will collect the following documents and forward them in the order listed to the District Division of Human Resources to officially conclude the search as well as cancel the position announcement once the position is filled:

- A copy of the position announcement
- A search committee roster
- The completed rating forms (or other screening instrument) each search committee member used during the review of the applications to determine which candidates to invite to an interview
- A copy of the interview questions, skills demonstration and other assessment materials used during the interviews
- The documents or other materials that were produced or created by the candidate in connection with any skills demonstration or other assessment process
- A copy of all correspondence sent to candidates
- The original application materials with the names of the candidates in alphabetical order

K. HIRING TEMPORARY FULL TIME FACULTY (LIMITED AND LONG TERM SUBSTITUES)

The same procedure used for hiring full time tenure track faculty will be used for hiring temporary full time faculty with the following exceptions:

1. The position may be requested at any time during the year on an as needed basis.
2. The department requesting the position will do so via a letter or e-mail to the appropriate Vice President.
3. The Vice President will forward the request to the Academic Senate Hiring Prioritization Committee. This committee forwards its recommendation to College Council as an information item, and then to the College President.
4. The position request will address the reasons for filling the position in a temporary status, for example, full time faculty leave replacement, unexpected resignation or departure of a full time faculty member, unexpected program growth necessitating expansion of the department
5. The position announcement will be sent to other colleges in the District for posting. A minimum period of three weeks will be allowed for interested candidates to respond to the announcement.

L. HIRING TEMPORARY ADJUNCT FACULTY

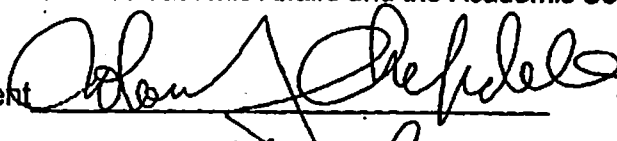
1. Applications are accepted on an ongoing basis.
2. The process for hiring temporary adjunct faculty will be conducted on an as needed basis, based on staffing and budget allocations.
3. The department chair or faculty program director is authorized to contact by telephone, FAX or e-mail candidates for immediate interviews with the department chair or faculty program director to fill the position as quickly as possible with minimum disruption to the educational process.
4. The department chair or faculty program director responsible for staffing the class or program will conduct the interview process. If time allows, the department is encouraged to form a search committee to conduct the process.
5. The department chair or faculty program director will review the results of the search with the appropriate administrator. The minimum qualifications and other eligibility criteria of the final candidates must be reviewed before an offer of employment may be made.

M. BUILDING QUALITY AND DIVERSITY AMONG ELIGIBLE CANDIDATES

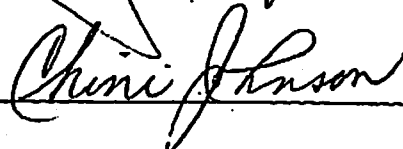
1. Colleges are encouraged to use web sites and other continuous means of recruitment to build the quality and diversity of the eligible faculty applicant base. The college will ensure that recruitment efforts are broadly inclusive and afford all groups equal opportunity to obtain information about district openings.
2. In the conduct of any search, should the college compliance officer or designee determine that the procedures for hiring are improper or the hiring pool lacks sufficient diversity, he/she shall notify the College President. The College President shall take appropriate action to remedy the situation.

Copies of these College Faculty Hiring Procedures, signed by the College President and the College Academic Senate President, shall be on file in the Los Angeles Trade-Technical College Office of Academic Affairs and the Academic Senate Office.

College President

 Date 5/29/08

Academic Senate President

 Date 5/29/08

Recommended Faculty Hiring Procedures: Identifying the Steps in the Process and the Responsible Persons or Groups

Steps in the Hiring Process	Responsible Person or Group (s)
College develop a faculty hiring prioritization policy that includes criteria and procedures for establishing a prioritized list of probationary instructors	Academic Senate in consultation with the college president or designee
Proposals for new faculty hires are announced	Academic Senate issues an announcement to departments, senate, faculty, and Academic Affairs calling for requests for new faculty
Prioritization Committee receives requests, establishes a timeline for reviewing them, and develops prioritization list.	Elected Senate faculty Hiring Prioritization Committee
Prioritized list is reviewed and approved by the local senate and sent to the college president.	Senate, college president
Those disciplines who are to receive new hires are announced and the discipline faculty are notified	Discipline/department chairs and/or division chairs
Discipline forms a selection committee to create <ol style="list-style-type: none"> 1. Hiring criteria for new position 2. Job announcement 3. Other recruitment resources 4. Compliance training. 	Discipline representatives Academic Senate representative District Human Resources Academic Affairs College Personnel Compliance Officer
Selection Committee reviews/screens applications for the position.	Selection Committee uses criteria established by faculty; MQs, desirable qualifications, etc.
Selection Committee establishes list of candidates to be interviewed.	Selection (or interview) Committee meets to establish questions to ask, sequence, follow-up questions.
Interviews conducted, including possible teaching demonstrations and portfolio assessments.	Selection (interview) Committee sets criteria for evaluating the demonstration/portfolio/interview consistent with criteria established at the beginning.
Selection Committee determines the strongest candidates.	Selection (interview) Committee deliberates and forwards recommendations to the President.
President conducts interviews with recommended candidates.	President interviews final candidates (with or /without Selection Committee member (s) present).