



## **DRAFT ADJUNCT FACULTY HIRING PROCEDURES**

### **1) PHILOSOPHY**

- a) It shall be the policy of the Monterey Peninsula Community College District (MPCCD) to recruit and hire highly qualified adjunct faculty who are experts in their subject areas, who are skilled in serving the needs of the culturally and ethnically diverse student population served by the District, and who can enhance overall college effectiveness. Indispensable characteristics include excellence in teaching and providing support services, expertise in subject matter, professionalism, and a commitment to both students and the community college mission and philosophy.

### **2) EQUAL EMPLOYMENT OPPORTUNITY**

- a) The Board of Trustees, Administration, the Academic Senate, and all employees have the shared responsibility to ensure that Equal Employment Opportunity (EEO) laws and practices are observed during the adjunct faculty hiring procedures.
- b) All participants in the hiring process shall receive training in Equal Employment Opportunity (EEO) procedures and California Code of Regulations Sections 53000 et seq (Title 5) and shall become knowledgeable about the EEO Plan.
- c) In complying with Board Policy and the EEO Plan, the District is committed to an effective hiring process that does not discriminate against or give preference to any individuals regardless of race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, or marital status.

### **3) VACANCY IDENTIFICATION AND APPROVAL TO FILL**

- a) A vacancy occurs when the Division Chair and Academic Administrator assigned to the area (or their designee) determines that no existing full-time or adjunct faculty members are available and qualified for an assignment in the discipline.
- b) Faculty recruitment shall be initiated upon the recommendation of a Division or

Department Chair (or designee) and approved by the Academic Administrator assigned to the area.

#### **4) RECRUITMENT PROCESS**

- a) This procedure recognizes the value of an on-going, qualified applicant pool by allowing applications to be accepted at any time. With the approval of the Dean, a recruitment for a new applicant pool or the expansion of a current applicant pool, may be run at any time according to the procedures outlined herein.
- b) The term “recruitment” refers to the process of advertising and collecting applications for a vacancy in the discipline. Whereas recruitments can be run at any time and for any vacancy, a new recruitment is required if there has been no formal, open recruitment in the last two years.

#### **5) POSITION ANNOUNCEMENT**

- a) All adjunct faculty position announcements will follow standard District language and format. Division Chairs or designees shall use this language and format to develop a draft position announcement in collaboration with the Office of Human Resources.
- b) The job announcement should include:  
The following statement, or similar, welcoming diverse applicants:
  - i) “Monterey Peninsula College actively seeks a diverse pool of applicants interested in working in an environment which values flexibility, openness to change, collaboration, respect for others and their points of view, and involvement in College activities, all with the goal of meeting the needs of our diverse student population. The District does not discriminate on the basis of ethnic group identification, race, color, national origin, religion, age, gender, gender identity, gender expression, physical disability, mental disability, ancestry, genetics, sexual orientation, military/veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.”
  - ii) Minimum qualifications for the discipline
  - iii) Number and titles of courses to teach or the discipline or types of services to be provided
  - iv) Teaching schedule and/or hours of work or assignment, if available
  - v) Clear directions for the applicants to complete the required equivalency application if they believe they do not meet the minimum qualifications, but may have equivalent qualifications.
  - vi) Clear description of any supplemental application materials identified by the

search committee.

## **6) ADVERTISING**

- a) Vacancies will be publicized, as appropriate for the position, in local publications, as well as online job boards and other mass media outlets for maximum exposure to qualified applicants of all backgrounds. The Office of Human Resources will be responsible for ensuring the advertising plan complies with the MPC EEO Plan and Title 5 regulations. Search committee members may make recommendations for additional advertising which will be considered based on cost effectiveness.
- b) New recruitments shall remain open for a minimum of two weeks.

## **7) MINIMUM QUALIFICATIONS AND EQUIVALENCIES**

- a) In all cases, the candidate shall meet the minimum qualifications for the adjunct faculty assignment as established in the current publication of the Minimum Qualifications for Faculty and Administrators in California Community Colleges. The only exception is if the candidate is determined to have education and/or experience equivalent to the minimum qualifications.
- b) The Office of Human Resources shall first review each application for completeness. The applications that are determined to be complete (see definition of complete in section on Complete Applications) will be screened for minimum qualifications by the Chair and the search committee.
- c) If the Chair determines that a candidate has not provided evidence of having met the minimum qualifications and there is sufficient time, upon request, the Office of Human Resources will inform the candidate of the equivalency process. The applicant will be offered the opportunity to complete an equivalency request. If an application is incomplete and there is sufficient time available prior to the search committee reviewing the applications, the Office of Human Resources will make every effort to inform the candidate as to items needed to complete the application packet.
- d) The Chair and search committee review those applications containing a completed equivalency application and decide whether to recommend an equivalency. If the Chair and committee endorse an applicant as meeting equivalency standards, HR will submit the request to the MPC Equivalency Committee for consideration through the District's equivalency process.

## 8) CONFIDENTIALITY

- a) All applicants' identities, application materials, number of applicants, interview questions and demonstrations, assessment of interview performance, reference checks, and search committee discussions relative to faculty hiring procedures shall be governed by strict confidentiality. All search committee members must complete a confidentiality statement for each separate search committee. Confidentiality does not just apply for the time during which the recruitment and hiring processes takes place; confidentiality should be maintained indefinitely.

## 9) SEARCH COMMITTEE MEMBERSHIP

- a) The Dean and the Office of Human Resources must approve the composition of the search committee and verify it meets the requirements of this Administrative Procedure (outlined below) and complies with the District EEO Plan.
- b) Required
  - i) Division Chair or designee, as the Chair of the committee
  - ii) At least one additional faculty member from the department or discipline (At least one of the committee members must be full-time, although not necessarily permanent or tenured)
- c) Optional
  - i) The Dean or Academic Director of the area (or Designee)
  - ii) Adjunct faculty
  - iii) Student(s)
  - iv) Non-probationary classified employee(s)
  - v) Management Team Member
  - vi) Community member(s), faculty/staff from other colleges or business entities who bring expertise or value to the process
- d) Search committee membership should strive to be ethnically and/or gender diverse. All members must have participated in Equal Employment Opportunity training provided by the Office of Human Resources within the previous 12 months. This training shall meet the requirements of the MPC EEO Plan and Title 5.

## 10) CONFLICT OF INTEREST

- a) Anyone with knowledge of an applicant and who cannot objectively evaluate the applicant, may not serve as a member of the search committee.

- b) Members of the search committee should not provide letters of reference for any applicant.
- c) Anyone related to an applicant may not participate on the search committee.
- d) Anyone resigning or retiring from the position may not participate on the search committee, unless an exception is approved by the Chief Human Resources Officer based on unique expertise.

#### **11) APPLICANT POOLS**

- a) The applicant pool refers to applications collected for a specific discipline and maintained by the Office of Human Resources. Applicants must be screened and interviewed by a search committee prior to being hired.
- b) An adequate applicant pool is one that contains three (3) or more external applicants, who have not been previously interviewed, that meet the minimum qualifications or the equivalent. The Chief Human Resources Officer (or their designee) may deem smaller pools adequate for disciplines that are difficult to hire or for emergency hire purposes.
- c) Applications are accepted continuously and added to the regular pool. All applications in a pool shall be considered once a vacancy has been established. Applications from the regular pool and a new recruitment shall be combined to be considered and processed through the hiring procedures. Applicants not selected for an interview shall be marked “rejected” in the system in order to remove them from the pool. Rejected applicants will be given an opportunity to reapply for future vacancies.
- d) Applicants that are in the applicant pool for 2 or more years will be marked as inactive and notified that they may reapply for future vacancies.

#### **12) COMPLETE APPLICATIONS**

An applicant must submit a complete application packet to be considered as part of the applicant pool. A complete application consists of:

- a) A District application form
- b) A copy of all undergraduate and graduate transcripts. All foreign transcripts must be evaluated by a professional evaluation agency. Contact the Office of Human Resources for a list of agencies.
- c) A current resume or curriculum vitae

- d) Names and contact information for three (3) current or previous supervisors
- e) Completed Equivalency Form. (required for applicants who do not meet MQs)

### 13) APPLICATION SCREENING PROCESS

- a) The search committee shall review and rate all completed application packets using a standard rating form. The standard rating form shall consist of rating categories for sensitivity to diversity, work experience, education, and training. Additional rating criteria may be added with the approval of the Office of Human Resources to determine that no adverse impact may result from the additional criteria.
- b) Each committee member shall independently rate each applicant in the pool based on the screening criteria.
- c) The search committee shall meet as a group to discuss the applicants' qualifications. The discussion shall be based on the applicants' materials and serve to ensure that no applicant is overlooked by committee members who may have missed important qualifications of an applicant during their individual review. The committee will screen applications to identify applicants to invite to interviews. There is no minimum or maximum number of applicants who must be invited to interview. When deciding whom to interview, the committee shall err on the side of inclusiveness.
- d) Once the Committee chair marks contacts applicants who are **not** selected for an interview as "rejected" in the system they will receive a notification of their status and will be invited to re-apply for future assignments.

### 14) INTERVIEW PROCESS

- a) The applicants shall be contacted and invited for an interview by the Chair. During this conversation, the Chair will also provide the applicants with instructions regarding any teaching or service demonstration that will be part of the interview process. The Chair will give the applicant the topic for the demonstration for teaching or services provided, the time allotted, the kinds of students who would be the intended audience, and the technology available.
- b) Prior to the interview, applicants will be asked to sign a Release for Reference Checks form.
- c) To ensure consistency, each candidate will be asked to perform the same demonstration, answer the same questions, be rated on the same criteria, and allotted the same amount of time for the interview. All questions must be directly related to the assignment. A list of

sample interview questions can be obtained from the Office of Human Resources.

- d) A question regarding the sensitivity to and knowledge of the diverse backgrounds of community college students served by the College shall be included in all interviews.
- e) Follow up questions may be asked if they are related to the original question, are intended to clarify the original question, or to clarify a response. Committee members should be mindful of time constraints when asking follow up questions.
- f) Each committee member shall individually rate the demonstration and the responses to each question using an agreed upon rating form.
- g) The Office of Human Resources has the obligation under Title 5 and the MPC EEO Plan to monitor all parts of the selection process and to review and stop the process should a compliance issue arise.
- h) The Chair of the committee shall submit all documentation, including scores, notes, and other relevant paperwork to the Office of Human Resources upon the completion of the interview process. The committee chair will update the status of applicants in the application tracking system (NEOGOV). This allows applicants to be notified of their status and allows the District to respond to any inquiries or complaints that might be received regarding this process. The District is required by law to maintain these files for three years.

## **15) REFERENCE CHECKS**

- a) The search committee Chair, designee or area administrator, shall conduct reference checks including contacting former employers. Reference check questions shall be limited to position related criteria. The Office of Human Resources will work collaboratively with the Chair to obtain permission to contact their references from all interviewees and will provide guidelines for conducting reference checks and sample questions.
- b) Information from reference checks must be submitted to the Office of Human Resources.

## **16) FINALIZING THE SELECTION**

- a) The committee shall consider each applicant objectively. The committee's task is to recommend applicants for hire to the Dean. The Chair informs the Dean of the committee's recommendation. If approved by the Dean, the Dean or designee then contacts the successful candidate and offers the position. If the candidate accepts the position, the Dean or designee then informs the committee Chair and the Office of Human Resources

- b) Prior to adjourning, the search committee makes a recommendation to place any of the candidates interviewed on the list of “qualified” candidates. See the next section for details regarding the qualified candidates’ list.
- c) The Office of Human Resources contacts all successful applicants.
- d) The Office of Human Resources will initiate the on-boarding process for candidates selected for assignments as well as those to be placed on the “qualified list” and determines proper salary placement based on educational transcripts and supporting documentation for applicable work experience.

### **17) ADDITIONAL AND CONTINUING ASSIGNMENTS**

- a) Once individuals have been offered an initial assignment, they may be offered additional and/or future assignments in the same discipline, as approved by the District.
- b) Individuals seeking assignments in a new discipline must submit an application and be considered through the standard hiring procedures.
- c) Individuals previously employed by the District must reapply and be interviewed if they have not worked in the past three years.
- d) Adjuncts who were hired to teach a course through the previous adjunct hiring procedures are now eligible to be offered other assignments in the discipline as recommended by the Division Chair and approved by the Dean.

### **18) PLACEMENT ON THE QUALIFIED LIST**

- a) The qualified list of applicants allows the District the ability to respond in a timely manner to meet the demands and changing needs of the academic and support services programs. The applicants placed on the list by discipline have been found qualified through the regular hiring process described herein, but were not offered an assignment at that time.
- b) Individuals are recommended to be placed on the list by the search committee as a result of a completed search process.
- c) Individuals may be placed on multiple qualified lists by the search committee as a result of a completed search process for each respective discipline.
- d) Individuals on the list may be considered for assignments due to both unexpected



resignations and anticipated vacancies in the discipline. Individuals on the list may also be considered for substitute assignments.

- e) Recommendations for assignments are made by the Department and Division Chairs and approved by the Dean.
- f) Individuals are eligible for assignments in the discipline for which they
  - a) meet minimum qualifications and
  - b) were interviewed and determined to be qualified
- g) Individuals are eligible to be offered an assignment for up to three years from the time they were placed on the list of qualified applicants.
- h) Individuals on the list who have not completed an assignment in the past three years must reapply to be considered for an assignment or inclusion on the qualified list.
- i) Placement on the list does not guarantee employment; rather offers of employment are made based on qualifications and experience related to the particular assignment.
- j) The official list is maintained by the Office of Human Resources. The list shall be made available to the Dean and Division Chair of the area upon request.
- k) The Office of Human Resources informs applicants that they have been placed on the qualified list of candidates.
- l) Reference checks must be completed by the Dean, Division Chair, or designee prior to hiring individuals on the qualified list.

## **19) EMERGENCY HIRES**

- a) The need to hire adjunct faculty without sufficient notice sometimes occurs.
- b) An emergency hire may be needed when a new assignment becomes known within twenty (20) working days from the start of the assignment.
- c) A candidate may be hired from the qualified list to fill the vacancy.
- d) If no individual is qualified or available to accept the assignment, an abbreviated process may be recommended by the search committee, but must be approved by the Dean and EEO Officer. An abbreviated screening process still requires a search committee and must include an interview and teaching or skills demonstration. The search committee

Chair is responsible for conferring with the Office of Human Resources prior to the start of the abbreviated selection process to ensure it meets the intent of this Administrative Procedure, as well as Title 5 regulations and the MPC EEO Plan.

## **20) Roles and Responsibilities**

### **Dean overseeing the area:**

- a) After consultation with the Division Chair or designee, determines the need for adjunct faculty position.
- b) Authorizes the new recruitment.
- c) Approves draft of the position announcement.
- d) In consultation with the Office of Human Resources and Division Chair, approves composition of the search committee.
- e) Receives recommendations for hire from the search committee.
- f) Approves hiring of adjunct faculty members.
- g) Contacts the successful candidate to offer the position/assignment and informs the search committee Chair, Office of Human Resources, and Dean's support staff of hire.

### **Division Chair or designee:**

- a) Consults with the Dean regarding the need to establish a new recruitment. Ensures [adjunct recruitment form](#) is completed and forwarded to the Dean for approval.
- b) Dean or Division Chair or designee serves as the chair of the search committee.

### **Selection Committee Chair:**

- a) Drafts position announcement language based on standard format in collaboration with the Office of Human Resources.
- b) Makes recommendations for recruitment sources.
- c) In collaboration with the search committee, determines if applicants meet the minimum qualifications.
- d) Reviews applications with an equivalency application and determines whether to recommend the equivalency.
- e) Screens and rates applicants. Ensures that all ratings are forwarded to the Office of Human Resources for compilation.
- f) Working collaboratively with the search committee, discusses ratings and determines applicants to be interviewed.
- g) Working collaboratively with the committee, identifies interview questions and demonstration. Forwards questions and demonstration to the Office of Human Resources prior to interviews for review.

- h) Informs the Office of Human Resources which applicants will be interviewed and the dates and times of the interviews. Assists in obtaining the release for reference checks from applicants.
- i) Contacts the applicants to be interviewed and provides instructions to the applicants.
- j) Chairs interviews.
- k) Discusses collaboratively with the committee to recommend candidate(s) to be hired and those to be placed on the qualified list.
- l) Conducts reference checks on all candidates being considered for hire.
- m) Provides information from reference checks to the Office of Human Resources.
- n) Informs the Dean of search committee's recommendation.
- o) Informs Office of Human Resources of candidates not offered an assignment and those to be placed on the qualified list.
- p) In cases of emergency hiring situations, confer with the Office of Human Resources prior to the start of the abbreviated process to ensure compliance with EEO laws and regulations.
- q) Ensures all recruiting documents are submitted to the Office of Human Resources upon completion of the hiring process.
- r) Ensures EEO practices are followed during the search and interview process.

**Selection Committee Members:**

- a) Attends EEO training every 12 months as required by this Administrative Procedure.
- b) Is knowledgeable about EEO laws, regulations and practices.
- c) Signs a confidentiality statement.
- d) Maintains confidentiality about the identities of the applicants, contents of their materials, performance during interviews, search committee comments and discussions, and reference checks.
- e) Recommends any targeted advertising sources to the Chair.
- f) In collaboration with the Chair, screens for minimum qualifications.
- g) Reviews and rates all completed applications.
- h) Meets with the committee to discuss each applicant's qualifications objectively and to determine who to invite to interviews.
- i) Works collaboratively with the committee to determine interview questions and the demonstration.
- j) Asks the same questions of each candidate and allows for the same amount of time for each interview.
- k) Individually rates demonstrations and responses to questions of each candidate using agreed-upon rating.
- l) Recommends candidate(s) for hire and for place on the qualified list.
- m) Provides the Office of Human Resources all relevant documentation.

**Office of Human Resources**

- a) Collaborates with Division and/or Department Chair (or Designee) to draft the position announcement.
- b) Ensures advertising plan complies with EEO Plan and Title 5 regulations and considers recommendations for recruitment sources from the search committee.
- c) Ensures and provides EEO training to all search committee members.
- d) Reviews each application for completeness prior to forwarding to the search committee.
- e) Informs applicants whom committee determines do not meet minimum qualifications.
- f) If timeline allows, informs applicants of equivalency process.
- g) If timeline allows, informs applicants of materials needed to complete the application packet.
- h) Working collaboratively with the Dean, reviews and approves composition of the search committee.
- i) Provides a basic rating form to all search committees. The form consists of rating categories for sensitivity to diversity and the overall qualifications of the applicant.
- j) Prior to interview, requires each interviewee to sign a Release for Reference Checks form.
- k) Collects from Chair, application ratings, interview scores, notes, and all other relevant documentation.
- l) Monitors all segments of the search process and immediately informs the EEO Officer of any aberrations from the hiring procedures and violations of EEO laws and regulations.
- m) Collects from Chair all reference documentation.
- n) Initiates onboarding and determines salary placement.
- o) Maintains a list of “qualified” candidates identified by search committees for future consideration for employment.
- p) Informs candidates they have been placed on the list.
- q) Informs applicants not selected for an interview or hire.