

HIRING PROCEDURES FOR ADJUNCT FACULTY

(New Administrative Regulation 4110.1)

Note: Board Policy 4110 should be amended to include a reference to this Administrative Regulation. Should the appropriate section of Administrative Reg. 4110 be re-titled to "Tenure-track Faculty Procedures"?

Since the process for filling adjunct faculty positions is ongoing, Divisions or Units will coordinate with Human Resources to maintain an accurate list of potential positions in their disciplines, updating the information at the start of each academic year. All such positions will be listed on the Human Resources Website hyperlinked to a job description, minimum qualifications, and an application. Completed applications will be housed in the division or unit offices or in the Human Resources Office as determined by the Division, and they must be appropriately secured to protect the applicants' rights to privacy. Human Resources will continually seek to increase the diversity and depth of potential applicant pools to ensure the broadest possible candidate base.

When a new adjunct faculty position is needed, or when a Division or Unit Head seeks to create a candidate pool, the Division or Unit head will

Contact and coordinate interviews with, ideally, at least two potential candidates from the application pool

Establish a committee of faculty responsible for evaluating applications

Interview and select adjunct faculty

I. The Hiring Committee:

There will be at least two members for an Adjunct Faculty Hiring Committee, and one should be from the discipline of the desired position.

The Division Chair shall serve as the chair. For Student Services, the Student Services Division Chair and the Unit Manager will serve as Student Services Co-Chairs, or each may appoint a designee

Other members shall include at least one of the following:

- ❖ the department head for the discipline, or
- ❖ a full-time, tenured or tenure-track member of the division who is currently working in that discipline or, if this person is not available, then
- ❖ —the Division Chair or Student Services Co-Chairs must ask an interested faculty member or an expert in another discipline to serve on the hiring committee (if possible, such faculty shall be from a related discipline) or an adjunct faculty member who

is currently working in that discipline or has expertise in the field

In addition, interested, full-time, tenured faculty members who currently work in that discipline or that division may also serve

Note: If these guidelines cannot be fulfilled, then the Division Chair or Student Services Co-Chairs and the appropriate Vice President shall jointly decide the composition of the hiring committee.

II. Adjunct Faculty Hiring Committee Responsibilities:

Have knowledge of policies and procedures governing hiring and equal employment opportunity

Paper screen candidates' materials for minimum qualifications as defined by Glendale Community College. Requests for equivalencies will follow the rules and procedures as established in Administrative Regulation 4160

Interview adjunct faculty and recommend or decline employment

III. The Division Chair's or Student Services Co-Chair's responsibilities:

Establish a list of potential positions with Human Resources at the start of each academic year

Follow the rules and guidelines established in the re-hire rights policy

Convene and oversee the interview committee

Communicate with the applicants either directly or through Human Resources

Note that throughout this document, the Division Chair's or the Student Services Chair's responsibilities may be carried out by the Chair's designee or by the assistant Chair.

IV. Paper Screening:

When a position becomes available, or when a candidate pool is being formed, the Division or Unit head will screen completed applications for potential candidates. Applicants are continually admitted into the applicant pool.

Only those individuals who submitted complete documentation as requested in the job posting shall be considered.

Eligibility shall be based on the minimum qualifications established by Glendale Community College. When a person requests equivalency, the request must be approved by the process and criteria set forth in Administrative Policy 4160.

V. Interviewing and Selection:

Strict confidentiality shall be maintained throughout the hiring process.

The hiring process shall follow the rules and guidelines established in the re-hire rights policy. (See the Guild Contract, Article VI, Section 19 for the Rehire Policy.)

When a position becomes available, or a candidate pool is being formed, the Adjunct Faculty Hiring Committee shall select the candidates to be interviewed from the existing applicant pool.

Ideally, a minimum of two applicants shall be interviewed. The Division Chair or Student Services Co-Chairs shall notify the candidates of the appointment time and place.

After all the interviews have been conducted, members of the committee shall independently determine which candidates he/she would recommend before discussing with the other committee members.

After selection the Division Chair or Student Services Co-Chairs will contact the finalist(s) to confirm his or her acceptance of the position or placement in the candidate's pool. The Division Chair or Student Services Co-Chairs shall forward the recommendation for employment to the Office of Instruction and to the Office of Human Resources.

The Division Chair or Student Services Co-Chairs will notify any applicant who is not selected for a position or for placement in the candidate pool in a timely manner.

VI. Emergency Hiring Procedures:

In the event that the committee or faculty from the discipline or related discipline is unavailable, the Division Chair or Student Services Co-Chairs may have the sole discretion to hire for a particular position if a vacancy opens within 30 days prior to the start of class, or a vacancy occurs after the start of class.

VII. Changes in the Hiring Policies:

The Academic Senate, appropriate Vice Presidents, and the Office of Human Resources may propose changes in the hiring procedures for adjunct faculty. The Academic Senate and the Administration shall approve any and all proposed changes and jointly develop any revised procedures. The revised procedures shall not deviate from the intent of the policies as set forth in this policy.

Approved by the Academic Senate on 5/3/07

Approved by Academic Affairs on 6/6/07

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