



Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
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**SELECTION PROCEDURES FOR FULL-TIME FACULTY**

**A. NOTIFICATION OF VACANCY/POSTING NOTICES**

Upon receipt of formal notification of a vacancy, the Human Resources Department reviews the recommended position template to ensure accuracy of minimum qualifications, appropriateness of supplemental questions, if any, and content/procedural accuracy.

In accordance with the APT/VCCCD collective bargaining agreement, the Human Resources Department sends out a transfer notice to all full-time faculty members a minimum of three days prior to opening the recruitment to the public. The Human Resources Department submits to the President a list of all full-time faculty members requesting transfer.

The President gives consideration to all transfer candidates and confers with the division dean. The President informs the Human Resources Department as to whether any transfer candidates were selected. The President also informs those who were not selected that a selection was made or of the opportunity to apply and be considered by means of the open recruitment process.

In the event a transfer candidate is not selected, the Human Resources Department determines the announcement closing date in consultation with the college.

The Human Resources Department sends the following:

- \* Vacancy announcement to all part-time faculty.
- \* Vacancy announcement to mailing lists, CCC registry, publications, newspapers, online websites, list serves, etc.
- \* Screening committee calendar and composition forms to College President, Executive Vice President, and Dean.

**B. ANNOUNCEMENT/ADVERTISING**

Following input of the department and/or division faculty representatives, the Director of Employment Services or designee prepares the vacancy announcement, which includes a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Director of Employment Services or designee. If the District selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Registry-California Community College State Chancellor's Office, diversity-related websites, higher@jobs.com, edjoin.org and VCCCD.edu.

**C. COMMITTEE COMPOSITION AND APPOINTMENTS**

The College President or designee, in consultation with the dean and/or department chair or coordinator, is responsible for recommending appointments to the screening committee. The College President consults with the Academic Senate President and the Screening Committee Facilitator regarding the recommended committee composition prior to forwarding the recommendation to the Director of Employment Services for approval. The Director of Employment Services shall review the committee composition to ensure diverse representation within the committee and adherence to District policies and agreements where applicable and may modify composition as necessary.

Colleges are encouraged to use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a district-wide perspective. A committee typically consists of seven members, and should not have less than five or more than nine members under normal circumstances. The Director of Employment Services may authorize part-time faculty and other individuals to serve on screening committees on an exception basis. The following guidelines should be followed when composing a committee.\*

Committee Composition	Number
Faculty from the Division	
Of the 3-5 faculty members on the committee:	
A minimum of 2 faculty members must be from the discipline, when possible;	3 to 5
A minimum of 1 faculty member must be from another discipline	
Academic Administrator	1
Additional member(s)	1 or more
Screening Committee Facilitator (non-voting)	1

\* Exceptions to this composition may be authorized by the Director of Employment Services.