



Book: VCCCD Administrative Procedure Manual  
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**SELECTION PROCEDURES FOR PART-TIME FACULTY**

**A. NOTIFICATION OF VACANCY/TRANSFER OR MULTI-COLLEGE ASSIGNMENT REQUEST/POSTING NOTICES**

Upon receipt of formal notification of a current or anticipated vacancy, the following shall occur:

1. At the request of the dean, Human Resources (HR) may send out an announcement informing current faculty of the opportunity for an assignment at another college. The announcement shall include specific assignment information when possible. Faculty members shall be provided with three business days to respond if interested in the assignment. The dean, in consultation with the department chair or chair's designee, shall consider all eligible faculty members who indicate interest in the assignment. The dean will inform HR as to whether any requests were accepted and notify those who were not selected.

*The transfer/multi-college assignment request option may be waived at the discretion of the dean. Faculty members approved for transfer or multi-college assignment do not need to go through a subsequent selection process to be eligible for future assignments in the discipline at the college.*

2. In the event a transfer/multi-college assignment request is not accepted or should the dean waive the option to solicit such requests:
  - a. HR will determine the announcement
  - b. HR sends the hiring committee forms to the dean; and
  - c. HR coordinates a Districtwide Equivalency Committee meeting.

**B. ANNOUNCEMENT/ADVERTISING**

Ongoing recruitment pools are advertised and maintained for disciplines with frequent hiring activity. When an existing applicant pool does not exist, HR prepares a vacancy announcement that includes a description of duties and responsibilities, qualifications, and application procedures. For positions in disciplines that are not advertised on an ongoing basis, 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.

Vacancy announcements will be placed in appropriate print and online periodicals and databases, in consultation with the department and/or division representatives, as well as the California Community College Registry, diversity-related websites, HigherEdJobs.com, EdJoin.org, and VCCCD.edu.

**C. COMMITTEE COMPOSITION AND APPOINTMENTS**

The academic administrator responsible for supervising the position(s) and serving as the administrative co-chair of the screening committee, in consultation with the department chair or coordinator, is responsible for making appointments to the screening committee in a manner that provides diversity when possible. Colleges may use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a districtwide perspective. The following guidelines should be followed when composing a committee:

COMMITTEE COMPOSITION	NUMBER
Academic administrator	1
Department chair/coordinator or designee	1
Academic faculty from the discipline (may include department chair/coordinator)	2 minimum

- \* The screening committee shall consist of a minimum of three members. At least two members of the committee must be faculty within the discipline. When faculty members within the discipline are not available, faculty members from a related discipline may be substituted for the faculty in the discipline. A related discipline is one that is listed as a qualifying degree in the Minimum Qualifications for Faculty and Administrators in California Community Colleges for that discipline. If a related discipline is not listed, exceptions to this composition may be authorized by the Director of Employment Services.
- \* The composition of the committee should reflect diversity in, but not be limited to, the areas of gender, age, ethnicity, and culture of the community.
- \* Although not required, members from other colleges and community members may be selected to serve on committees.
- \* The academic administrator and the department chair/coordinator or designee will serve as the co-chairs of the screening committee.
- \* In order to ensure consistency in the process, each screening committee member should be available for all committee meetings and must be present for all applicant interviews.

**D. ORGANIZATIONAL MEETING**

1 of 6

The Human Resources Department provides the Screening Committee with confidentiality policies and notification that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates'