

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7202 Recruitment and Selection: Adjunct Faculty

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.1.A

1. Identifying the Need to Hire Adjunct Faculty

In compliance with Article 5, Section 5.11.9 of the full-time faculty collective bargaining agreement and Article 6 of the adjunct faculty collective bargaining agreement, the Division/Department Dean shall determine the number of adjunct faculty to be hired for a particular semester or session. The following procedure is for the hiring of new adjunct faculty. An adjunct faculty member who has previously taught for the District may be offered future assignments without utilizing this procedure.

2. Establishment of a List of Qualified Applicants

Consistent with the provisions of Article 6 of the adjunct faculty collective bargaining agreement, the District will maintain a list of qualified adjunct faculty. The list of qualified applicants will be maintained in the Applicant Tracking System (ATS). In the event it is determined that an adjunct faculty needs to be hired, the division/department, consistent with the selection process described below, shall interview applicants. In the absence of a current list of qualified applicants, the appropriate Vice President may request the Office of Human Resources to conduct a recruitment for qualified applicants. Any such recruitment will be done in compliance with Board Policy 7100 - Equal Employment Opportunity. All applicants will be received through the Applicant Tracking System.

3. Selection Process

The Division/Department shall be responsible for interviewing and selecting adjunct faculty consistent with the following guidelines:

- A selection committee shall be formed consisting of the Division/Department Dean and at least one full-time faculty from the involved department as appointed by the Dean.

- Only qualified applicants in the ATS may be interviewed.
- The selection committee shall attempt to reach consensus in the selection of a candidate to be hired. In the event that a consensus cannot be reached, the Division/Department Dean shall make the final selection.
- Once a selection has been made, the Division/Department Dean will forward the name of the candidate to the appropriate Vice President for approval. Upon approval by the appropriate Vice President, the candidate will be submitted to the Office of Human Resources for processing.
- It is recognized that situations will arise where the Dean needs to fill an adjunct position based on an immediate and/or urgent need. In such instances, the Dean may review and/or interview applicants listed in the ATS and make the selection as to which candidate will be hired.

4. Confidentiality and Integrity of the Recruitment and Selection Procedure

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file and I will have no future participation in the recruitment and selection process, at the discretion of the Equal Employment Representative.

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee.

Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Equal Employment Representative and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity.

Board Approved 02/07/12
Desk Review 08/26/13
Desk Review 03/15/17