

# HARTNELL COLLEGE

## HUMAN RESOURCES AND EQUAL EMPLOYMENT OPPORTUNITY

### FACULTY SELECTION PROCESS

1. After Human Resources receives the Request to Fill form signed by the Superintendent/President, the appropriate administrator reviews job announcement, forwards it to Human Resources for final review and processing, before the open position is advertised. Whenever possible, faculty positions are open for two to three months. A screening committee is formed with gender and ethnic representation. All screening committee members must participate in all phases of the process, including reviewing each application package and attending every interview session, in order to retain a right to vote.
  - The screening committee composition is: the department administrator, three faculty members (one of whom is from outside of the discipline, the intention of which is to widen the range of educational experience) appointed by the Academic Senate in consultation with the discipline faculty, and one student representative appointed by the ASHC. If there is no area expert on the faculty, an expert from outside the institution may be invited by the Director of Human Resources to serve on the committee.
  - The Associate Vice President of Human Resources may appoint additional members to achieve ethnic and/or gender representation.
2. For approximately one week after the recruitment period closes, Human Resources processes the application packets.
  - Applications are organized and numbered.
  - Applicant pool is validated.
  - Applications are screened for completeness and minimum qualifications.
3. All members of the screening committee will be trained on their responsibilities as participants in the process according to the provisions of Title 5.
4. All members of the screening committee will be required to sign a confidentiality and conflict of interest agreement which will require members to maintain confidentiality through out the entire process. Any breach of confidentiality or conflict of interest will result in the removal of the committee member by the chair person in conjunction with the Associate Vice President of Human Resources.
5. The screening committee determines time lines for completion of screening and interview process.
6. The screening committee receives instructions concerning the screening process. Paper screening packets are provided to each member of the committee.
7. The screening committee develops questions and determines what, if any, writing assignment, teaching demonstration or assessment is to be given. Interview

questions must be submitted to Human Resources for approval **before** any applications are screened.

8. The screening committee discusses the screening instrument provided and determines specific criteria for screening, before screening the applications.
  - Applications must remain in the HR office; all screening must be done at the designated times and places.
  - The screening committee selects applicants to be interviewed and forwards the names and all documentation to Human Resources for scheduling of interviews.
  - At least two weeks are needed to schedule interviews if out-of-state candidates are to be interviewed.
  - At least one week is needed to schedule interviews if all candidates are California residents. (Candidates will be notified of their selection and provided the teaching demonstration as appropriate.)
9. Human Resources notifies unsuccessful applicants with personal letters. Notification may be sent at the conclusion of the process in the event the pool is further utilized.
10. On the day interviews are held each committee member will receive his/her materials from Human Resources and the candidates will receive the materials they need.
11. The committee selects three finalists to forward in unranked order to the Superintendent/President.
12. The Superintendent/President in conjunction with the chair person may request that one or more members of the committee be present at the final interview.
13. Reference checks will be made by the appropriate administrator and documented on forms provided. Onsite visits and presentations in an open forum setting may be conducted.
14. If the Superintendent/President finds that no candidate forwarded to him/her by the committee is acceptable, he/she will consult with the chair person of the screening committee. If a conclusion is not reached, the process will be reopened or terminated.
15. If further interviews are needed, Human Resources will schedule them.
16. The employment offer is made by the Associate Vice President of Human Resources.
17. Immediately after candidate has accepted the formal offer, the unsuccessful finalists will be notified. Human Resources notifies unsuccessful interviewees with personal letters. All paperwork and documentation are returned to the Human Resources Office and agenda items prepared for Board action.