



# Adjunct Faculty Hiring Procedures

## JOINT AGREEMENT

between

The Monterey Peninsula Community College District

and

The Monterey Peninsula College Academic Senate

Adopted by the

BOARD OF TRUSTEES

on \_\_\_\_\_

The attached document represents the joint agreement reached between the Monterey Peninsula Community College District and the Monterey Peninsula College Academic Senate on adjunct faculty hiring procedures. The original joint agreement adopted September 16<sup>th</sup>, 1991 will be replaced by this newly adopted procedure.

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Douglas R. Garrison, Ed.D.  
Superintendent/President

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Alfred Hochstaedter  
Academic Senate President

*The proposed revisions to Governing Board Policy, Appendix 5005A (adopted 9/16/1991) reflect the work of the committee which examined this policy from Spring 2011 to Spring 2012. This committee was comprised of Alfred Hochstaedter, Tracie Catania, LaRon Johnson, Brian Brady, Barbara Lee and Andrea Bozant. This proposed policy reflects the current realities in adjunct faculty hiring; recommendations from EEOAC dated 03/24/2011; and updates of job titles and current legal terminology.*

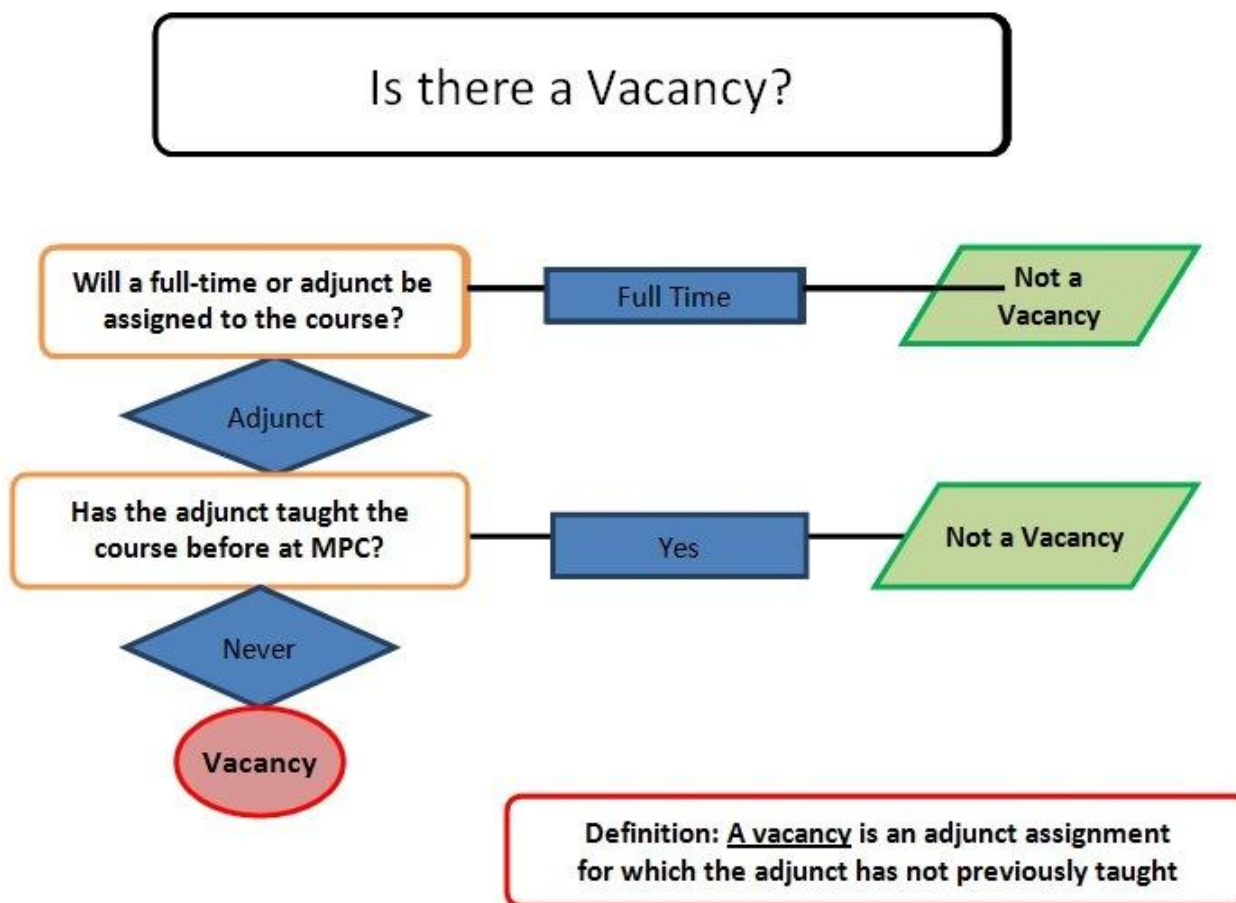
## Introduction

The Monterey Peninsula College adjunct hiring procedures are designed to follow the intent of AB1725, ensuring that MPC will select adjunct faculty who can teach, who are experts in the subject matter of their discipline, and who will foster community college effectiveness.

This hiring procedure aims to provide the means for hiring an excellent and diverse adjunct faculty. It promotes the casting of as wide a net as possible to increase the excellence and diversity of applicants in the pool. The procedure values the ongoing pool of applicants by accepting applications at any time for any discipline, but recognizes that qualified people do not always apply for a position unless a specific course with times and dates is specified. In order to expand the pool, committees may choose and are encouraged to run a recruitment at any time and under any circumstances.

## The Vacancy

A vacancy is an adjunct assignment for which prospective adjuncts have not previously taught. Please see the vacancy flow chart. MPC may not hire adjunct faculty members who are new to MPC without the identification of a vacancy and consideration of applicants in the pool for the vacancy's discipline.



Preferably, identification of the vacancy occurs during the class scheduling process. If this does not happen, and a vacancy is not identified until there are less than 20 working days until the start of the assignment, the vacancy may be filled using the emergency hiring process. Once a vacancy is identified, a decision is made by the Division Chair on whether or not a recruitment is required.

### **The Pool**

The pool refers to a group of applications that have been collected for a specific discipline and kept on file in HR. Applications are accepted continuously. The pool shall be considered for each vacancy. The pool includes both internal candidates, which include all currently and previously employed adjunct instructors, and external candidates, which include all applicants who have never been employed as adjunct faculty by MPC. To be entered into the pool, all applicants must have submitted a complete adjunct application and meet Minimum Qualifications or the equivalent.

An adequate pool is one that contains three or more external candidates that meet Minimum Qualifications or the equivalent who have not been previously interviewed.. Applications from external candidates shall be kept on file for a minimum of two years by HR.

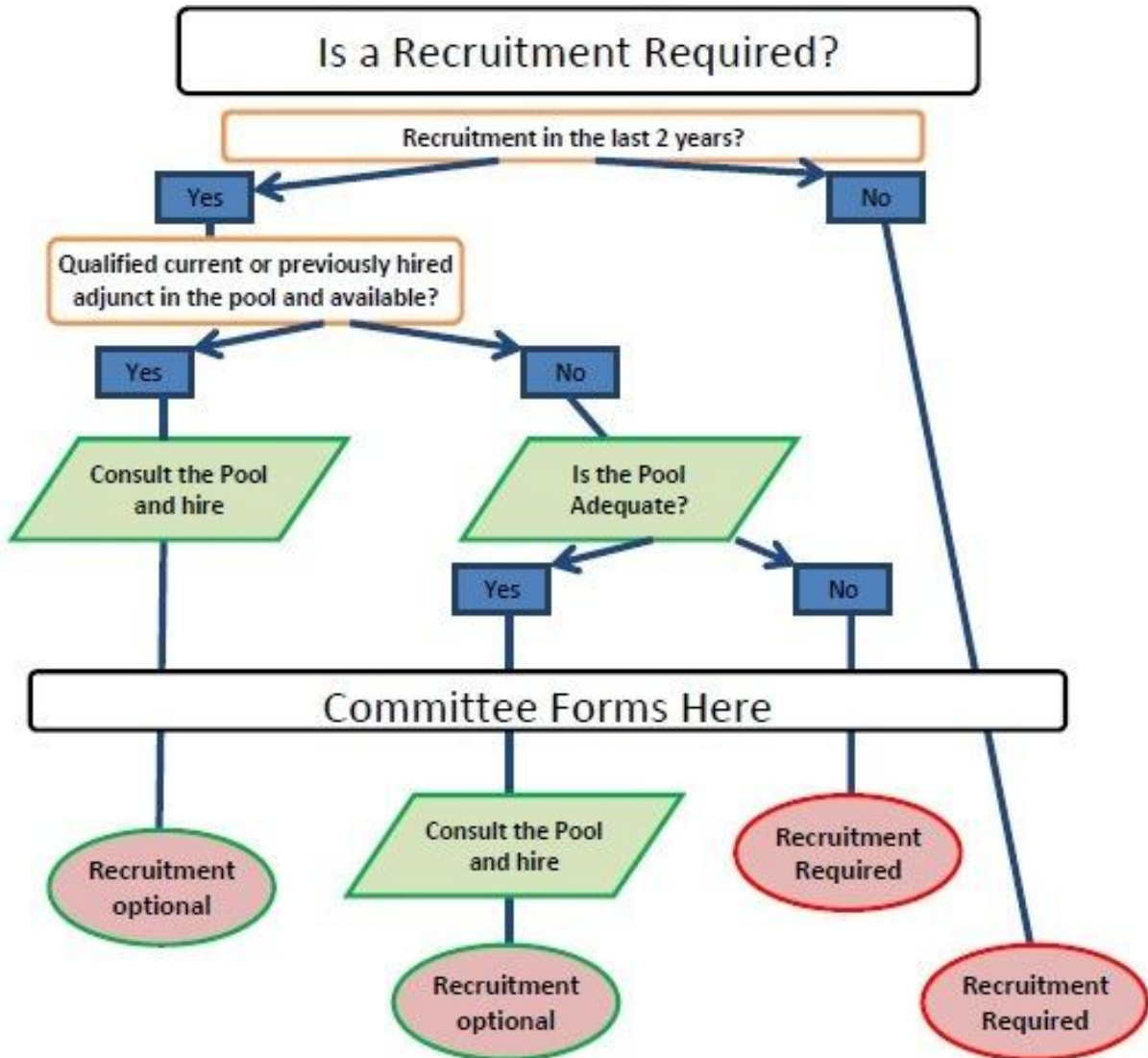
### **The Recruitment**

The District recognizes that recruitment of qualified applicants is a benefit to the academic quality of services provided, and divisions and departments are encouraged to conduct recruitments on a frequent, regular basis. The term “recruitment” refers to the process of advertising and collecting applications for a vacancy. Whereas recruitments can be run at any time and for any vacancy, it is required if the pool is not adequate or if a recruitment has not been run in the last two years.

Please use the recruitment flow chart as a guide in determining whether or not a recruitment is needed for a vacancy. Starting from the top of the diagram, a recruitment is always required if the last recruitment was conducted more than two years ago. If a recruitment was conducted within the last two years, the second decision point is whether or not currently or previously hired adjuncts are in the pool and available. If they are available, the division chair or designee may hire them. Recruitment is optional in this case. If current or previously hired adjuncts are not available, then it must be determined whether or not the pool is adequate (see the pool section above). If the pool is adequate, then a committee may be formed to screen applications from the pool and select which applicants to interview. A recruitment is optional in this case. If the pool is not adequate, a recruitment is required.

### **The Selection Committee**

A selection committee must form when applicants that would be new to MPC are considered. This ensures that more than one faculty member takes part in the interview process to select new faculty members for MPC.



- Definitions:**
- The pool contains all currently and previously employed adjuncts, and external applicants.
  - An Adequate Pool contains three qualified external candidates.
  - A Recruitment means advertising and collecting applications for a vacancy.

The division chair or designee (often a department chair) serves as the committee chair, and selects at least one additional faculty member to serve. At least one of the committee members must be full time, although not necessarily permanent or tenured. The committee must be ethnically or gender diverse, and all members must have participated in EEO hiring committee training or EEO rep training within the

last three years. In addition to the required members listed above, the committee may include as voting members:

- Adjunct faculty (unpaid)
- Students (unpaid)
- Non-probationary classified employees
- Management team members
- Community members, faculty/staff from other colleges or business entities who bring expertise or value to the process (unpaid)

Finally, the Division Chair approves the composition of the selection committee and reports the composition to Human Resources.

### **Job Announcement**

Faculty position announcements have standard language and format determined by the Academic Senate and the administration. Committee chairs shall start with this standard language and, in collaboration with HR, develop a job announcement appropriate for the vacancy. The job announcement must include:

- The following statement welcoming diverse applicants: “Monterey Peninsula College actively seeks a diverse pool of applicants interested in working in an environment which values flexibility, openness to change, collaboration, respect for others and their points of view, and involvement in College activities, all with the goal of meeting the needs of our diverse student population. The District does not discriminate on the basis of ethnicity, national origin, ancestry, sex, religion, marital status, disability, or sexual orientation in any of its policies, practices, or procedures.”
- Number and titles of courses to teach
- Kinds of services to provide
- Hours to work
- Minimum Qualifications
- Clear directions for the applicant who believes he/she possesses equivalent qualifications, but does not possess the stated minimum qualifications, to complete the required Equivalency Application
- Language that accurately describes the position in terms of number and titles of courses to teach, the kinds of services to provide, and the hours to work, but does not inappropriately limit the potential pool of qualified individuals
- Clear descriptions of any supplemental application materials desired by the selection committee
- Clear description of how extraneous application materials will be handled by the committee

### **Advertising**

Vacancies will be publicized, as appropriate for the position, in local publications, as well as online job boards and other mass media outlets for maximum exposure to qualified applicants, including those of monitored groups. HR shall present the advertising plan to the committee for review and comment. HR will produce the position announcement and arrange advertising and announcements using available resources as follows:

- Place advertisements in appropriate local publications.

- Send announcements to California Community Colleges, UC and CSU placement offices, advocacy groups representing the interests of monitored groups, and others on the standard email/ mailing list.
- Post advertisements on electronic job boards such as Monterey Peninsula College website, California Community College Registry, other high traffic job boards for higher education or by discipline. Emerging digital resources can be utilized, as deemed appropriate and cost effective.
- Place advertisements or send announcements to places recommended by the discipline experts on the committee.
- Positions shall remain open for a minimum of two weeks.

### **Minimum Qualifications Review and Equivalency**

HR and the committee chair review the applications for minimum qualifications and completeness. If the committee chair determines that a candidate has not provided evidence of having the minimum qualifications, HR informs the candidate of the equivalency process and offers the candidate the opportunity to turn in an equivalency application. If an application is incomplete and there is sufficient time available prior to the committee reviewing the applications, HR will make every effort to inform the candidate as to items needed to complete the application. However, the committee is not required to review incomplete applications.

The committee chair reviews those applications containing an equivalency application and decides whether or not to recommend equivalency. If the chair endorses an application that meets equivalency standards, it will be submitted to the Equivalency Committee for consideration through the equivalency process as defined in the MPC full-time faculty hiring procedure and the equivalency processes.

### **Paper Screening**

The committee shall review and rate all complete applications using a rating form developed by the committee. The size and complexity of the rating form shall depend on the number of applications and the discretion of the committee. A minimum rating form that consists of rating categories for sensitivity to diversity and the overall quality of the applicant is available from HR. More complex rating forms could identify categories for work experience, education, training, experience working with diverse groups, etc.

The committee shall meet as a group to discuss the candidates' qualifications. The discussion shall be strictly on the candidate's qualifications and serve to ensure that no candidate is overlooked by committee members who may have missed important qualifications of a candidate during their individual review. The committee will invite the number of candidates that ensures the most qualified group of applicants is interviewed. There is no minimum or maximum number of candidates who must be invited to interview. When deciding who to interview, the committee shall err on the side of inclusiveness. HR contacts applicants that were not selected for interview.

### **Interviews**

The applicants selected for interview shall be contacted and invited by the committee chair. The same questions must be asked of each applicant, and each applicant must be rated on the same criteria. A list

of example questions that serve as a starting point for committees to develop their own questions to ask each interviewee is available from HR. Follow up questions that serve to clarify responses or probe further into answers are encouraged. Each committee member shall individually rate each of the interview questions.

Teaching positions require a teaching demonstration during the interview process. Committees for non-teaching positions may decide to require a demonstration showing how the applicant would provide appropriate services such as a counseling session. Instructions for the demonstration shall be given to the applicant at the time he/she is invited to interview. The instructions should specify the topic to be taught or service to be provided, the kinds of student who will be the intended audience, and the kinds of technology that are available. Each committee member shall rate the demonstration.

### **Reference Checks**

The committee chair, or designee, is strongly encouraged to conduct reference checks, including former employers. Reference checks shall be limited to position-related criteria.

### **Finalizing the Selection**

The committee shall consider all of the information it has collected and make a decision. The committee chair recommends the selected candidate to the appropriate Dean for confirmation of the process and approval of the committee recommendation, then offers the position to the selected candidate, and receives his/her decision on whether or not he/she accepts the position. If the Dean does not approve the recommendation or the process, the Dean will confer with the committee chair to reach a resolution.

All of the interviewed applicants are contacted by the committee chair and informed of the decision. The committee chair informs HR, the division chair, the DOM, and the appropriate dean as soon as the candidate has accepted the position. Human Resources determines proper salary placement. All of the committee's paperwork, including paper screening forms and interview rating forms, are turned in to HR.

### **Emergency Hire Procedures**

The need to hire adjunct faculty without sufficient notice sometimes occurs. A vacant position that becomes known within 20 working days from the start of the assignment may be filled using the emergency procedures.

In an emergency situation, action may be taken to hire a candidate without going through the full advertisement and screening process described above. An abbreviated screening and interview process may be used as determined by the committee. However, a committee must be utilized and the process should include an interview and a demonstration of teaching or providing services. An emergency adjunct hiring procedure must be approved by the dean overseeing the department. The dean then notifies HR and the committee may start the process by conferring with HR about the exact procedure to be followed.

Following an emergency hire, the department must follow the normal adjunct hiring procedures if they wish to hire the new adjunct faculty member for a following semester, or a vacancy has been identified in the department.



## **Appendix A: A Glossary of Roles and Responsibilities**

### **Committee Chair**

1. Guides the selection committee through the adjunct faculty hiring procedure according to the guidelines as presented in this document.
2. Facilitates committee discussions.
3. Collaborates with HR to draft the job announcement.
4. Facilitates the review of applications for minimum qualifications.
5. Leads committee dialog about handling of incomplete applications, paying special attention to equivalency, and the handling of extraneous application materials that were not specifically requested.
6. Coordinates the screening process, schedules committee meetings, manages the logistics of the process (rooms, times, dates), and facilitates the development of questions and demonstration topics.
7. Contacts the top candidate to inform him/her of the decision and direct him/her to HR for further action.
8. Informs all interviewees of the decision.
9. Performs all other committee duties as outlined in the "Selection Committee Members" section below.

### **Selection Committee Members:**

1. Work in partnership with the other participants to reinforce the importance of confidentiality, fairness, understanding individual biases, eliminating unlawful bias, equal employment opportunity, respect and sensitivity to all cultures, language groups, both genders, and other candidate demographics throughout the process and at its conclusion.
2. Sign confidentiality agreement for selection committee members and comply with its guidelines.
3. Screen applications and participate in the process to select interviewees.
4. Attend all interviews, rate interviewees, and participate in dialog to select the top candidate.
5. Act as agents of the district and obey all laws and regulations related to hiring processes.
6. Observe and monitor the interview/selection process for compliance with district hiring procedures and equal opportunity laws to provide a fair and impartial process.
7. Alert the chair and/or HR of any concerns regarding confidentiality, bias or fairness.

### **Human Resources:**

1. Receives applications and facilitates distribution to committee members.
2. Provides the day to day support for the recruitment process including previous position announcements, advertising, and acting as a resource for questions related to policy or procedure.
3. Works in partnership with the committee chair to provide any required trainings.
4. Communicates with applicants not selected for interview.
5. Handles all documents that need to be kept as a record of the process.
6. Maintains the right to review all documents related to the procedure and to stop or delay the procedure if irregularities occur.

**Deans (this refers to whichever dean is appropriate to the hire):**

1. Approves the committee recommendation.
2. Confers with the committee chair if the recommendation is not accepted.
3. Approves emergency adjunct hiring.

APPENDIX D: CONFIDENTIALITY AGREEMENT FOR SELECTION COMMITTEE MEMBERS



**CONFIDENTIALITY AGREEMENT FOR SELECTION COMMITTEE MEMBERS**  
**CONFIDENTIALITY GUIDELINES**

**Selection committee deliberations must be kept completely confidential.** All applicants are entitled to confidentiality in all communications with the selection committee, whether in person or in writing. Every member of the selection committee must recognize the vital importance of confidentiality to the integrity of the process, and agree to maintain confidentiality during and after the selection process.

Any concerns regarding the qualification of an applicant, adverse information regarding a specific applicant, or violation of confidentiality by a committee member should be addressed immediately and directly to the EEO representative, committee chair or the EEO officer.

Selection committee members agree not to release any confidential information which relates to the selection process, including, but not limited to:

- ◆ Names of persons who have applied for employment with the District;
- ◆ Number of applications received;
- ◆ Application or applicant ratings or status;
- ◆ Any information pertaining to references, results or questions that are asked;
- ◆ Written materials turned in by the applicant;
- ◆ Oral discussions by or about applicants or committee members during or following the interview process.

**Any breach of confidentiality may result in the removal of a committee member and abeyance of the selection process. Failure to maintain confidentiality could constitute a violation of federal or state regulations and incur liability on behalf of the District. Any unauthorized disclosure of confidential information by a selection committee member may result in disciplinary action.**

I have read and understand the above Confidentiality Agreement and will comply with the guidelines as described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Open Position