

PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number:	I 15.0
Procedure Title:	Faculty Hiring Procedures
Relevant Board / SACSCOC Policy:	D.2.5 Hiring Authority, Status, Assignments and Duties D.2.2.1-Hiring Practices Procedure.pdf
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success

I. Purpose: To establish college guidelines for hiring full-time faculty.

II. Procedure Statement:

- A. The department chair (hiring manager), in consultation with full-time faculty in the department and the division dean, sets departmental and institutional priorities and criteria for a faculty search.
- B. Full-time faculty may be selected with the assistance of an Advisory Screening Committee. When an Advisory Screening Committee is utilized, the department chair (hiring manager) will select as members of the Committee a minimum of three full-time faculty members who possess subject matter expertise about the job to be performed and work in the same department that the new faculty member will be assigned.
- C. The department chair (hiring manager) forwards the list of prospective members of the Advisory Screening Committee to the dean and the Vice President for Academic Success (VPAS) for approval. If necessary, the chair may appoint committee members from outside the department (hiring unit). The dean or VPAS may request additional representation from the college. Faculty membership must be in the majority.
- D. All Advisory Screening Committee members will complete the current online [ACD Hiring Briefing](#) module located in Alamo Talent. The Hiring Briefing will provide the following information: relevant employment policy, legal and regulatory requirements, record retention protocols, confidentiality requirements, appropriate screening and interviewing criteria, balancing speed and quality of hires, and best practices for Advisory Screening Committees and hiring managers. All hiring managers and committee members must complete the online [ACD Hiring Briefing](#) (2024 or later) at least every two years.

- E. The pool of applicants to be reviewed by the Advisory Screening Committee will be determined through collaboration between the Chair and the Committee members. The advice of others may also be considered if that additional expertise will ensure that the best-qualified pool of applicants is provided for review.
- F. The Advisory Screening Committee is charged with:
- Interviewing candidates from the pool provided and evaluating each candidate's teaching demonstration.
 - Providing an unranked list of the candidates who, in the estimate of the Committee, are most qualified and most suitable for the position based on the results of the interview and the teaching demonstration.
 - Assisting the department chair (hiring manager) in the evaluation of the provided pool of candidates. The Advisory Screening Committee does not make hiring decisions.
- G. Advisory Screening Committee members will initially collaborate on the development of a rubric for application review, a series of interview questions, and a rubric for evaluating the teaching demonstration that will be required of each candidate as part of the interview process. The committee forwards these documents to the department chair for review.
- H. The department chair reviews these documents, makes final adjustments, prepares department chair interview questions, and forwards all selection materials to the dean for review.
- I. After the ACD Hiring Briefing and the approval of all selection materials by the dean, the Advisory Screening Committee will begin interviewing candidates from the provided pool. The department chair will attend each interview and may ask the candidate questions.
- J. After conducting candidate interviews, the committee will send a memo to the department chair recommending 3-5 candidates for the position. Candidates will be listed in alphabetical order.
- K. Within ten working days of receiving the Advisory Screening Committee's memo, the department chair conducts reference checks on the finalists.
- L. Following these reference checks, the chair meets with the dean to discuss the candidates to be forwarded to the president.
- M. As a result of this consultation, the chair sends a memo to the

president recommending at least three candidates (in alphabetical order). If the chair disagrees with the dean on the recommended candidates, that disagreement is noted in the memo.

- N. The VPAS, dean, and president will interview the recommended candidates.
- O. The president makes the final hiring recommendation to the Chancellor. Per Board Policy D 2.5, “the Chancellor, in consultation with the appropriate College President” shall recommend “full-time faculty contracts to the Board for approval.”

If the president is unable to support the hiring of any of the interviewed candidates, the president will either request that the chair, dean and VPAS submit additional names from the existing candidate pool or will ask that the position be re-posted and that the screening process be re-started.

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Date Updated/Approved: June 16, 2026

Approved:

(signed: Patrick Lee)
Vice President for Academic Success

(signed: Dr. Robert Garza)
President