

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 15.0
Procedure Title: Faculty Hiring Procedures
Relevant Board Policy: [D.2.5 Hiring Authority, Status, Assignments and Duties](#)
Originating Unit: Dean of Arts & Sciences
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To establish additional guidelines for faculty hiring.

II. Procedure Statement:

- A. Department Chair, in consultation with faculty in the department, sets departmental priorities and criteria for a faculty candidate search.
- B. The Department Chair selects a 3-to-5 member screening committee and forwards the list of prospective members to the Dean for approval. Appointments to screening committees should consider the appropriate ethnic and gender representation for the committee. When necessary and to ensure proper representation of these groups or other constituencies, the Chair may appoint committee members from outside the hiring unit.
- C. The Screening Committee schedules an EEOC Orientation from Human Resources.
- D. Committee members then develop an application review sheet, interview questions, and teaching demonstration evaluation, and the committee chair forwards these documents to the Chair for review.
- E. The Department Chair reviews these documents, makes final adjustments, prepares additional interview questions, and forwards all selection materials to the Dean for review.
- F. After the EEOC orientation and all screening materials have been approved, the screening committee reviews all applications and chooses candidates for in-person interviews and teaching demonstrations.
- G. Once these activities have been concluded, the committee normally selects and forwards 3-5 candidates in unranked order to the Chair.
- H. Within 10 working days of receiving the committees report, the Chair conducts reference checks on the finalists and schedules each candidate for an in-person interview.

- I. Following these interviews, the Chair meets with the Dean and Vice President of Academic Affairs (VPAA) to discuss the candidates to be forwarded to the President.
- J. As a result of the consultation, the Chair recommends at least two candidates to the President. If the Chair disagrees with either the Dean or VPAA over the recommended candidates, that disagreement is noted in the letter of recommendation.
- K. On receiving the letter, the President makes the final hiring decision. If the President does not find either candidate acceptable, the President will request that the Chair, Dean and VPAA submit further names, or start the screening process again.

Issued: February 8, 2002

Approved: (signed: Ana M. Guzman)
President

Edited: November 20, 2010

Evening/Weekend Office