

**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
Originating Unit:	Vice President of Academic Success
Maintenance Unit:	Vice President of Academic Success

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

II. Procedure Statement:

- A. The department chair, in consultation with faculty in the department and the division dean, sets departmental and institutional priorities, and criteria for a faculty search.
- B. The department chair selects a minimum of three faculty members for the Screening Committee and forwards the list of prospective members to the dean and the vice president for academic success (VPAS) for approval. If necessary, the chair may appoint committee members from outside the hiring unit. The dean or VPAS may request additional representation from the college; faculty membership must be in the majority.
- C. The Screening Committee meets to elect a chair. The committee chair then contacts the college's Human Resources representative to schedule an EEOC briefing.
- D. Committee members collaboratively develop an application review rubric, interview questions, and a rubric for evaluating a teaching demonstration that will be required of each candidate during an interview. The committee chair forwards these documents to the department chair for review.
- E. The department chair reviews these documents, makes final adjustments, prepares department chair interview questions, and forwards all selection materials to the dean for review.
- F. After the EEOC orientation and the approval of all selection materials by the dean, the Screening Committee reviews all applications and chooses candidates for interviews and teaching demonstrations.
- G. After the activities detailed in A – F have been concluded, the Screening Committee will conduct interviews, to include teaching demonstrations, of the candidates chosen. The department chair will attend each interview. The department chair may ask questions (part E) of the candidate, but is not a voting member of the screening committee.

- H. 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 unranked order.
- I. Within 10 working days of receiving the Screening Committee's memo, the department chair conducts reference checks on the finalists.
- J. Following these reference checks, the chair meets with the dean to discuss the candidates to be forwarded to the president.
- K. As a result of this consultation, the chair sends a memo to the president recommending at least three candidates (in unranked order). If the chair disagrees with the dean over the recommended candidates, that disagreement is noted in the memo.
- L. The VPAS, dean, and president will interview the recommended candidates.
- M. The president makes the final hiring decision. If the president is unable to recommend hire of any candidate, 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 reposted and that the screening process start again.

Date Created: February 8, 2002

Date Updated/Approved: February 23, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President