LOS ANGELES VALLEY COLLEGE

HIRING HANDBOOK

FOR SELECTING

FACULTY

~~SPRING 2007~~

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INTRODUCTION

Selecting the faculty ~~that~~who teach~~es~~ at Los Angeles Valley College remains one of the most significant processes performed by the college. It is through the hiring of faculty that we shape the institution. As we bring talented individuals into our learning community, we provide a vehicle for presenting new innovative ideas to students, creating and expanding our instructional offerings, and inspiring faculty already in residence to join in academic endeavors that strengthen the college's ability to respond to our community's needs.

This handbook is a compilation of our tried~~-~~-and~~-~~-tested -learning methods. The handbook also includes the Los Angeles Community College Board of Trustees revised Rules on Faculty Selection Policy and a revised and expanded LAVC Faculty Hiring Procedures Document.

The inclusion of the College's Vision, Mission, and Core Values~~Learning Goals and college wide Student Learning Outcomes~~ is intended to be a constant reminder that as a community college, we do our educational work in the context of our surroundings. It is through our faculty that we are able to gauge our success. They in turn make a significant impact on each student that sets foot on the campus. One might say that the success of our students is directly linked to the success of our hiring process.

The Office of Academic Affairs and the Academic Senate have pledged our commitment to ongoing improvement of our faculty hiring processes. Any suggestions or enhancements to this process may be forwarded to either the Vice President of Academic Affairs or the Academic Senate President.

VISION – MISSION – CORE VALUES~~LEARNING GOALS STATEMENT~~

Vision Statement:
Los Angeles Valley College inspires, educates, and enriches our diverse community, developing critical and creative thinkers and lifelong learners.~~is a beacon for teaching and learning, research, creativity, collaboration, and the free exchange of ideas in a climate of openness and respect.~~

Mission Statement:
Los Angeles Valley College serves as a leader in student success, with pathways for certificates, degrees, transfer, and continuing education. We enable students to advance their education, personal development, and quality of life, empowering them to be productive and engaged members of the global community.~~the community by providing transfer, degree, vocational, transitional, and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the work place and for furthering one's education and personal development.~~

Core Values~~Learning Goals~~:

Student Success and Innovation in Teaching and Learning

The college creates a learning-centered environment that offers a broad range of academic programs and services in an atmosphere of academic freedom and collaboration responsive to students, faculty, staff, and the community. Los Angeles Valley College encourages each student to successfully complete all courses attempted, persist from term to term, and fulfill his or her educational goals.

Mutual Respect, Diversity, and Access to Education

The college promotes access to educational opportunities for all in a welcoming, supportive, and respectful environment that provides a place for critical thinking, learning, and personal growth.

Resourcefulness and Environmental Stewardship

The college strives to be effective stewards of our physical, technological, and financial resources to maximize institutional effectiveness. The college fosters sustainability and pride in our vibrant and evolving campus.
~~The Los Angeles Valley College vision and mission are embodied in the learning goals of our College-wide Student Learning Outcomes which include:~~

~~(1) Communication Skills,~~
~~(2) Information Competency,~~
~~(3) Historical Perspectives, Diversity, and Cultural Awareness, (4) Reasoning Skills,~~
~~(5) Aesthetic Responsiveness, (6) Civic Responsibility, and (7) Health and Wellness.~~

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College–wide Student Learning Outcomes[DKL1]

College-wide Student Learning Outcomes (SLOs) are broad based and cut across the curriculum bringing coherence and connection to the learning experience. Program and Course SLOs explicitly state how discipline specific content is used to achieve the College-wide SLOs. Imbedded in all SLOs are the greater goals of critical thinking and life-long learning, both of which are necessary for success in the work place and for furthering one's education and personal development.

Communication Skills

Communication is interactive and involves the ability to clearly express, transmit, and interpret knowledge and ideas through writing, speaking, listening, and reading. Students will be able to:

- Verbal:
  - Construct and deliver a clear, well-organized verbal presentation employing appropriate evidence to support specific arguments or conclusions.
  - Demonstrate comprehension through reading and listening.
- Written:
  - Demonstrate mastery of basic written communication including the ability to read with understanding.
  - Organize thoughts and ideas effectively and express them clearly and correctly in writing.
- Interpersonal:
  - Become effective members of a team by collaborating with others toward the accomplishment of common goals.
  - Develop rapport, demonstrate sensitivity, show respect for others, actively listen to others, convey feelings, provide support, and perceive feelings.

Information Competency

The amount of information available to the public has increased at an unprecedented rate since the emergence of the internet. Because of this, students need to know how to access accurate information, evaluate the quality of the information obtained, and analyze, synthesize, and organize the information. Students will be able to:

- Formulate and focus a research question or information need.
- Select appropriate information search tools for the information need.
- Access the needed information effectively and efficiently.
- Evaluate the quality and appropriateness of the search results.
- Differentiate between information and knowledge and incorporate information into one's knowledge base.
- Obtain the full text or images of the desired information sources.
- Synthesize, organize and use the information for a specific purpose and audience.
- Cite and/or properly acknowledge the information sources used to avoid plagiarism and infringement of copyright.

Historical Perspectives, Diversity, and Cultural Awareness

Living in one of the most culturally diverse cities in the world during the 21st century, it is crucial for students to have an understanding of both the history and current state of their society. This includes knowledge about different cultural and diverse groups, the ability to think critically about the contributions and challenges of those groups to our society, and assessment and appreciation of the effects of those different histories and cultural practices upon other groups. Students will be able to:

- Differentiate and examine diverse groups in society.
- Compare and contrast the contributions of diverse groups to society.

- ~~Compare and contrast the current and past challenges for diverse groups in society.~~
- ~~Recognize how cultural practices influence behavior historically and currently.~~
- ~~Demonstrate sensitivity to cultural practices different from their own.~~

~~Reasoning Skills~~

~~Increasingly complex personal, societal, and natural world issues require today's students to go beyond the mere acquisition and retention of information and skills. The ability to apply different types of reasoning skills is the basis for one becoming a proficient problem solver. Problem solving refers to the skillful conceptualization, application, analysis, and evaluation of information in order to inform action, enhance decision making, and apply the acquired knowledge. Problem solving strategies include quantitative, qualitative, inductive, deductive, mathematical, and scientific reasoning. Students will be able to:~~

- ~~Express and manipulate mathematical information, concepts, and thoughts in verbal, numeric, graphic and symbolic form.~~
- ~~Solve multiple-step problems through inductive, deductive, or symbolic means.~~
- ~~Measure observable facts and relationships among variables and present such information by means of statistical analysis, tables, charts, graphs, maps, and mathematical formulas.~~
- ~~Apply scientific principles to understand observations and employ mathematics to analyze data and communicate relationships and findings.~~
- ~~Extract quantitative data from a given situation, translate the data, evaluate the data, make logical deductions, and arrive at reasonable conclusions.~~
- ~~Discern the impact of science, mathematics, and technology on society and the natural world.~~
- ~~Assess how the natural world has been shaped by chemical processes and physical and biological evolutionary processes, recognizing the significance of time and scale.~~
- ~~Examine situations to understand how people view things and gain insight into their motives, reasons, and actions.~~
- ~~Differentiate among facts, opinion, assumptions, and conclusions.~~
- ~~Critically assess statements and arguments to discover facts, assumptions, and biases.~~
- ~~Ask provocative questions in order to combine information in new and pertinent ways.~~

~~Aesthetic Responsiveness~~

~~Humans have always sought to depict our common experiences through the fine, literary, and performing arts. In fact, through aesthetic means we can more meaningfully understand various cultures. Students will be able to:~~

- ~~Recognize, appreciate, and evaluate fine, literary and performing arts as tangible expressions of human nature and experience.~~
- ~~Identify and assess art forms from various cultures.~~
- ~~Discuss the impact and role of the fine, literary, and performing arts in social, cultural and political contexts.~~
- ~~Acquire tools of creative expression.~~

~~Civic Responsibility~~

~~Some studies show that many Americans are disengaged from the communal life of our society and from the responsibilities of democracy. Students need to be connected to the larger purposes and aspirations of American democracy. The ability to understand one's role in society, take responsibility for one's actions, make ethical decisions in complex situations, and participate actively in a diverse democracy are the core ingredients of student civic responsibility. Students will be able to:~~

- ~~Identify specific issues that call for social responsibility.~~
- ~~Evaluate the complexity of social justice issues.~~
- ~~Evaluate differing points of view on social responsibility and injustice and work for social change.~~

- ~~Understand the rights and responsibilities of citizenship.~~
- ~~Demonstrate the beginning of commitment to active citizenship.~~

~~Health and Wellness~~

~~The list of health issues confronting our country is serious and imposing. Students must acquire a better understanding of how to increase quantity and quality of life, and reduce the health disparities among segments of our population (age, gender, socioeconomic status and geographic location). Students will be able to:~~

- ~~Evaluate, develop and maintain physical fitness as a key component of a healthy lifestyle. Assume personal responsibility to reduce health risks associated with the leading causes of death and disability.~~
- ~~Develop, maintain, and make healthy nutritional decisions to minimize health risks and promote wellness.~~
- ~~Develop effective coping skills to manage stress.~~
- ~~Develop and maintain a network of healthy social relationships.~~
- ~~Advocate for themselves and others with regards to health and medical care.~~
- ~~Demonstrate responsible behavior toward the environment.~~

LOS ANGELES VALLEY COLLEGE
FACULTY HIRING PROCEDURES

The Board of Trustees adopted ~~significant~~ revisions to Board Rule Chapter X, Article III, Selection Policies, Section 10304, ~~*Agreed to Policies and Procedures for the Hiring of Full-Time Faculty Member*~~ *Faculty Hiring*. The following local hiring procedures have been agreed to by the Academic Senate and the College President of Los Angeles Valley College and are in keeping with the Board Rule~~s~~. The College President and the Academic Senate hold joint responsibility for assuring that the District and local hiring policies and procedures are observed. Both parties retain the right to review and, if necessary, revise these procedures.

A. REQUESTING A TENURE-TRACK FACULTY POSITION

1. Departments, the College Academic Senate, and the College President or designee may submit proposals for faculty positions.

2. LAVC will use the following procedure for prioritizing academic department requests for hiring full-time faculty members.

Step 1: As part of the annual plan process, each department/area submits an Annual Staffing Plan module (see www.lavc.edu/pepc/annualplans.html) by July 1st of each year.

Step 2: Area deans and the appropriate Vice President will validate Annual Staffing Plans. In validating the Annual Staffing Plans, the Deans and Vice Presidents will verify that the data submitted in the module is accurate, add relevant context, and have an opportunity to comment on the information submitted by the department/areas. The deadline for Deans to validate Annual Staffing Plans is September 1st.

Step 3: Faculty hiring modules will be forwarded to the faculty hiring workgroup under the college's Program Review and Effectiveness Committee (PEPC). The PEPC Chair will send out a call for volunteers to all full-time faculty to serve on the faculty hiring prioritization workgroup. PEPC, in consultation with the Academic Senate President, will select the workgroup members to create a faculty hiring prioritization list. The workgroup will consist of three faculty members from PEPC and eight at-large faculty members. The PEPC chair will serve as a nonvoting member of the workgroup and will ensure that the workgroup adheres to the process described here. Every effort will be made to select members from different academic areas so as to have as representative a group as possible in the workgroup. Not more than one faculty member from each department shall be allowed on the workgroup. Faculty from disciplines not requesting positions are especially encouraged to volunteer in order to maintain impartiality. The validated Staffing Modules with the Faculty Hiring Request forms will be distributed electronically to the members of the faculty workgroup for review. The Offices of Institutional Effectiveness and Academic Affairs will provide the workgroup with the appropriate data. This workgroup will be formed by September 15th.

Step 4: Using the rubric provided by PEPC, the workgroup will generate a faculty hiring prioritization list. The following criteria are considered in the ranking process:

- Program Review: The discipline must be current in its process.
- SLO Assessment: The discipline[DKL2] must be current in its process.
- Ratio of full-time to part-time faculty in the discipline.

- Ability of the department to support a new full-time instructor if it currently has a full-time instructor with reassigned time.
- Fill rates in the discipline.
- Reasons for a hire not reflected in other data. (For example, the lack of a full-time instructor with the ability to teach a specific course or the pending retirement of a faculty member.)

[put in the box or take out the box?]

Note: Prioritization of Counseling, Librarian, and other non-teaching faculty positions will be based on criteria determined by the workgroup[DKL3].

The specific importance assigned to each criterion is described in the Hiring Prioritization List Rubric[DKL4].

The workgroup will meet on the last Friday in September to conduct a Question and Answer session with departments requesting hires. At the conclusion of the Question and Answer session, the workgroup will rank all requests according to the rubric, taking into consideration any relevant clarifications resulting from the Question and Answer session. The workgroup will forward the list to PEPC by the end of September.

Step 5a: PEPC will ratify the list and forward it to the Academic Senate for approval at the Senate's October Meeting, as well as to the Budget Committee for hiring cost considerations.

Step 5b: As an informational item, the Senate will forward the list to the IEC for discussion at the IEC's October meeting. In addition, the Budget Committee will review the proposed number of faculty positions from the District to fulfill the college's Full-time Faculty Obligation[DKL5] number (FON) and make a recommendation to the IEC regarding the number of full-time hires that the college should make during the IEC's Novem~~Octo~~ber meeting.

Step 6: Taking into consideration current college plans, priorities and commitments, college budget, and other factors, the College President determines how many and which requests, if any, are in the best interests of the college. To ensure that departments can announce positions early enough, the College President will announce this decision within one month of receiving the list from the IEC.

The Senate President and the PEPC Chair shall present the President's hiring approvals to the Senate at the next meeting. Departments with approved positions shall be duly informed~~, and training begins for department chairs on hiring procedures~~.

~~All requests for faculty positions will be submitted to the Vice President of Academic Affairs no later than the third week of the fall semester. The Vice President of Academic Affairs shall forward requests for faculty positions to the Instructional Programs Committee (Hiring Prioritization Committee). *(Appendix A)* IPC will prioritize requests at its October meeting.~~

~~3. The Instructional Programs Committee (Hiring Prioritization Committee) shall make a recommendation on the proposals for faculty positions to the Senate at the meeting in October. The Senate will forward the recommended list to the College President for final approval.~~

~~4. The Budget Committee will recommend the number of positions to be filled.~~

B. BEGINNING THE SEARCH PROCESS

1. If the College President accepts the Senate and Budget Committee recommendation, the President or his/her designee shall forward an LACCD Form 902 Notice of~~n~~ Intent to Fill Academic Position (NOI) ~~to Fill~~ form for each position to the appropriate district official for approval. *(Appendix B)*[DKL6]

2. All search committees will be formed under the direction of the appropriate Vice President. As mandated under Title 5 Section 53003(c)(4)The Senate and Office of Academic Affairs will ensure ~~conduct~~ each search committee participant completes training in diversity and equal employment opportunity principles pursuant to the district's Equal Employment Opportunity (EEO) Plan~~Hiring~~[DKL7] ~~Workshop training sessions, which include a comprehensive review of the process, goals and objectives~~.

~~3. All search committees will be formed under the direction of the appropriate Vice President and will participate in the Hiring Workshop training session held in the fall or early spring. (*Appendix C)*~~

3~~4~~. In keeping with LACCD Board Rule 10304.1, section 2[DKL8].2, each search committee shall have a minimum of three voting members, to be selected as follows: two from the discipline where the vacancy exists (or, if the Academic Senate deems appropriate, closely related disciplines) and one from the administration (usually the area dean). The voting faculty members on the committee must be tenured or tenure[DKL9]-track. The chair of the committee shall be elected by the voting members of the committee. When a discipline has[DKL10] only one full-~~-~~time member, then that full-~~-~~time member would act as the chair of the committee. No member of the committee may be related to any of the applicants; if that is the case, that committee member must be excused from the committee and a replacement committee member must be appointed[DKL11]. A non-~~-~~voting Equal Employment Opportunity ~~compliance o~~Officer (EEO)~~ or designee~~ will participate in all aspects of the search to ensure uniformity in the selection process and an equal opportunity to all applicants for employment. Should the discipline where the vacancy exists consist of only one faculty member, the department may choose one of the following options in selecting the second required faculty member:

a. Select a colleague from the same discipline who works at another community college;

b. Select a colleague from a related discipline at the college; or
c. Consult with the Academic Senate to determine how to meet the two~~2~~-faculty minimum[DKL12].

5. Additional members may be added to the committee if agreed to by the department where the vacancy exists. The department will agree upon the voting status[DKL13] of any additional committee members before the search process begins. Additional members may include but are not limited to representatives from the same or related discipline, ~~and~~ instructional aides or other classified staff members who work with the department where the vacancy exists, and members of industry or professional groups or organizations or transfer institutions related to discipline where the vacancy exists. If additional voting members are added to the committee, the majority of the voting members must be tenured or tenure-track faculty. If the department explicitly requests a member from AFT Local 1521A to serve on the committee, the supervising administrator will follow the notification procedure described in HR R[DKL14]-112.

6. Search committee members who serve as part of a faculty selection process will need to participate in reviewing all applications in order to have input to that portion of the process. Selection committee members will need to participate in all interviews in order to have input into that portion of the process. The committee's composition ~~will~~should[DKL15] remain the same throughout the process, but specific individuals may be substituted as deemed appropriate by the area dean and committee chair.

C. RECRUITING FOR THE POSITION

1. The Selection Committee will develop a recruitment plan in conjunction with the area dean. The plan shall include at minimum posting the position on the LACCD "Employment Opportunities" webpage, the California Community Colleges Registry, and on the LAVC "Jobs at Valley College" webpage. In addition, the announcement may be distributed to area colleges and professional organizations related to the field where the vacancy exists, and in display ads in the Chronicle of Higher Education, Community College Week, Hispanic Outlook and Black Issues in Higher Education, and/or other similar professional publications for the purpose of reaching the broadest range of potential applicants. The position will be advertised for a minimum of six weeks on the district's website and California Community Colleges Registry. If the President determines that the size or diversity of the pool of candidates who responded to the college's job announcement is not satisfactory, an extension of the recruitment period shall be required.

~~A general recruitment campaign will be conducted by the college in the fall semester for all probationary positions to be filled for the next academic year. This process may include but not be limited to placing display ads in the Chronicle of Higher Education, Community College Week, Hispanic Outlook and Black Issues in Higher Education, and/or other similar professional publications for the purpose of reaching the broadest range of potential applicants. The position openings will also be posted on the college web site, district website and the State registry.~~

~~2. The Selection Committee will develop a recruitment plan in conjunction with the area dean. The plan shall include contacting all potential eligible candidates in the LACCD Interest Pool and the State Chancellor's Registry, and distributing the announcement to area colleges and professional organizations related to the field where the vacancy exists. The position will be advertised for a minimum of 6 weeks (Appendix D)~~

2~~3~~. The search committee will draft a position announcement. The announcement will follow the guidelines stated in Board Rule 10304.1. At a minimum the announcement shall include *(Appendix E):*

a) The duties and responsibilities of a contract faculty member.
b) A statement of the Minimum Qualifications[DKL16] (as defined by the Board of Governors of the California Community Colleges ~~S~~statewide Minimum Qualifications document).

c) The knowledge, skill and ability a successful candidate should possess.~~e)~~

d) Any other desirable academic preparation, experience and other characteristics sought in a candidate~~essential to the position being filled~~.

e~~d~~) A statement of sensitivity to individuals who come from diverse academic, socioeconomic, cultural and ethnic backgrounds, including those with disabilities~~and understanding of diverse populations served by the Los Angeles Community Colleges~~.

f) The relationship of the position to the college's mission[DKL17].

g) The ability to communicate and work effectively with people of diverse cultures and language groups. [Put in box?]

After review, the announcement will be forwarded by the appropriate Vice President to the District Office's Human Resources.[space]

D. ACCEPTING APPLICATIONS~~/USING THE DISTRICT FACULTY INTEREST POOL~~

1. ~~1.~~ The position announcement will direct potential applicants to submit their materials through the district's CornerstoneOnDemand (CSOD) recruitment portal ~~to the college's Office of Academic Affairs~~ during a designated filing period. The supervising administrator, in conjunction with the hiring committee chair, ~~Office of Academic Affairs~~ will conduct the preliminary ~~paper~~ screening of each applicant's transcripts for conformance with minimum qualifications. However, every member of the selection committee is responsible for ensuring that candidates selected to interview meet the minimum qualifications of the position.~~(See LACCD Board Rule 10304.1 section 2.6)~~ Applicable[DKL18] rules include the following:

a) Degrees and credits generally must be from a postsecondary institution accredited by the American Council of Education.

b) Postsecondary transcripts must be evaluated by any of the agencies approved by the California Commission of Teaching and Credentialing.

An occupational certificate and license may be required to meet certain qualifications.

~~2. The area dean will request the appropriate LACCD Interest Pool mailing list from the District Division of Human Resources and, in conjunction with the hiring committee chair, send a letter to all those listed, inviting them to apply for the position. *(Appendix F)*~~

~~3. The area dean will request the appropriate State Chancellor's Registry list from the District Division of Human Resources and, in conjunction with the hiring committee chair, send an announcement of the position opening to the State Chancellor's Registry for posting statewide.~~

~~4~~2. The position announcement will direct all potential applicants to submit through the CSOD recruitment portal the following items ~~to the college's Office of Academic Affairs for purposes of creating the applicant file~~:

a) Cover letter of interest and current resume expressing how the candidate meets the qualifications of the position as announced.
b) A completed application for employment on a form specified by the District. ~~Los Angeles Community College job application (see other hiring forms).~~
c) ~~A list of 3~~ Three current references - name, position title, relationship to applicant, address, phone number or other appropriate contact information.
d) ~~Copies of t~~Transcripts from accredited institutions (official transcripts are required at the time of hiring).
e) Any o~~O~~ther relevant information or documents as requested by the search committee, such as work products or portfolios.

E. SELECTING THE INTERVIEW CANDIDATES

1. ~~T~~All selection committee members are required to sign Form C589 Campus Review Committee Members' Agreement. The supervising dean will send the form to the appropriate Vice President and confirm that all selection committee members have undertook the EEO Faculty Hiring Training. The Vice President will inform the college's SPOC to release applications to committee members after the position closes. The supervising administrator will ensure that any tenured faculty members listed on the district transfer list and who have designated interest in an open position at LAVC is invited for an interview. ~~applicant files, including inviting hourly (for probationary positions only) and those on the district transfer list, will be compiled and collected by the Office of Academic Affairs. The files will be held in a confidential manner until the committee is ready to review them.~~

2. The Equal Employment Opportunity Officer~~compliance officer or designee~~ will notify[DKL19] the ~~College President or~~ appropriate Vice President whether the pool's diversity is satisfactory to continue the search. A satisfactory standard is one that recognizes the diversity of the student population and community served by the college and acknowledges the Board of Trustees policy on enhancing the faculty ranks with individuals who are representative of our service area.

3. The supervising ~~area~~ dean assigned to the committee will arrange for reviewing of the files at an agreed upon time and location on the campus. No screening committee can meet without an EEO representative present.

4. The selection committee will create~~develop~~ an application rating sheet, prior to reviewing the candidates' application materials, based on the description of the position. ~~Each committee member shall complete a rating sheet for each applicant.~~ (*Appendix G for examples*) After a full discussion of their ratings, selecting candidates to interview by consensus, the committee will establish the interview schedule. The selection committee shall endeavor to interview a minimum of five applicants for the position. A fewer number of candidates can be interviewed upon approval of the C~~c~~ollege P~~p~~resident. Per the 2014-2017 AFT Agreement, Article 16, Section H, at least two adjunct faculty on a LACCD college seniority list who also meet any additional local requirements adopted for the

position and other criteria established by the selection committee must be invited to interview. The selection committee must also sign a "Interview of Candidates Holding Hourly Assignments form. Form C336. *(Appendix*[DKL20] *H)*

5. The supervising administrator ~~area dean~~ will work with the committee chair to draft an invitation email ~~letter~~ to invite the candidates for interviews. This letter will give the candidates an overview of how the process will be conducted which may include a classroom presentation, what he/she should bring to the interview, and what, if any, reasonable accommodation is necessary. *space*~~*(Appendix*[DKL21] *H)*~~

6. Interviews will be arranged by the assistant of the appropriate Vice President who will also inform the college SPOC to send an email to those candidates who are not invited to interview.~~A letter should be sent to all candidates not considered for an interview (*Appendix I*).~~

~~7. The compliance officer or designee will be present at all hiring committee meetings.~~

F. CONDUCTING THE INTERVIEW PROCESS

1. The committee will convene[DKL22] prior to the start of the interviews to accomplish the following tasks:

   a. Develop a set of interview questions and/or activities that address the qualifications advertised in the position announcement.

(1) The same questions will be asked of each candidate and appropriate follow-up questions should be asked when deemed necessary during each candidate's interview.

(2) Activities could include teaching demonstrations, performances of skills, or other simulated or real job duties relevant to the position. Candidates will[DKL23] be notified in advance about the nature and content of this portion of the process.

b. Provide a copy of the interview questions and related activities to the EEO representative ~~compliance officer or designee~~ ~~for~~to review before the interviews commence. Note: All questions must be job-related. Questions about religious beliefs, sexual preferences, financial condition, or family relationships can violate anti-discrimination laws and constitutionally protected privacy rights.

c. Agree on the schedule and format to conduct the interview process, including: process to escort the candidates to the interview locations; how to respond to requests for SKYPE interviews; arrangements for a campus tour if desired; and considerations to treat all candidates in a professional and respectful manner.

2. ~~The~~Each selection committee member is to complete and sign an evaluation form for each candidate interviewed using Form C594 Campus Interview Committee Evaluation. The completed forms will be forwarded to the President and Vice President to be used as part of the final interview and selection process. *(~~'~~See A~~a~~ppendix J)*
All C594 forms shall be signed and kept in the selection file in the District Office Human Resources. All supplemental notes made by the selection committee members are to be destroyed when the interview process has been completed. ~~committee will use a rating process and forms agreed upon before beginning the interviews.~~
~~The completed forms will be forwarded to the President and Vice President to be used as part of the final interview and selection process. *('See appendix J)*~~

3. The committee will be reminded by the EEO ~~compliance officer or designee~~ prior to the start of the interviews of the confidential nature of the task at hand and the need to adhere to affirmative action principles and guidelines in asking questions and evaluating candidate qualifications. All selection committee members are required to sign Form C306 Campus Interview Committee Members Agreement before interviewing the first candidate. *(Appendix)*

G. SELECTING THE FINALISTS

1. The committee will forward the names of ~~of at least~~up to ~~two~~three ~~-~~finalists for further consideration by the College President and appropriate Vice President. Each candidate forwarded will be deemed able and capable of performing the job at the level of excellence expected of all faculty at the college. The number of candidates recommended by the committee shall exceed three at the direction of the college president. The committee may elect to not forward any names and extend the search. If only[DKL24] one candidate is deemed able and capable of performing the job, the search must be extended. The committee chairperson is responsible for completing Form C193 Campus Interview Committee Report *(Appendix)*.

2. The selection committee chair, when forwarding names of recommended candidates to the College President, is permitted to include an in-depth summary of the perceived strengths and weaknesses of each candidate and to indicate the preferences of the committee, but the names will be unranked.

3. The College President will conduct the final interview with the participation of the appropriate Vice President, the chair of the selection committee, and/or the department chair~~invite the committee to designate one committee member to participate in the final interview process~~. ~~Search committee members who serve as part of a final interview process will need to participate in all such interviews for a particular selection process.~~ The role of these ~~committee members~~participants will be to ask questions where appropriate during the final round of interviews and advise the President, recognizing fully that the ultimate decision rests with the College President.

4. The College President, while sensitive to the recommendations of the search/selection committee, may choose for compelling reasons, to extend or abandon the search due to budget cuts or other exceptional circumstances.

5. In the event that the College President does not accept any final candidate~~the~~ recommended~~ations of~~by the hiring committee ~~or changes the recommendations from hiring a probationary instructor to a limited~~[DKL25] ~~status instructor~~, the President will provide a written statement to the committee, with a copy to the Academic Senate President, with the compelling reason(s) for making such a change. It is understood that the compelling reason(s) for making such decisions would be rare and unusual.~~.~~

H. FINALIZING THE HIRING SELECTION

1. At the conclusion of candidate interviews, reference checks may be performed for all candidates recommended to the college president. Any reference checks will be performed by the ~~The President or~~ appropriate Vice President. ~~will communicate with the chair of the search committee to determine how to conduct the reference checks on the finalists.~~

2. Every effort will be made to make the final selection within two weeks of the final interview. It is understood by all that once a selection is made, the name of the preferred candidate will be forwarded to the District Office~~Division~~ of Human Resources for final clearance.

3. Once final clearance is received, the ~~President or~~ appropriate Vice President will notify the candidate of the job offer.

~~4.~~ The offer will be confirmed in writing by the ~~Office of the~~ Vice President ~~of Academic Affairs~~ instructing the candidate how to begin the hiring process.

5. The Vice President's Office ~~candidates not selected~~ will also inform candidates not selected by the College President~~be informed~~ in writing ~~at this point~~ as to the outcome of the process.

6. The office of the ~~Vice~~ President ~~of Academic Affairs~~ will collect the following documents and forward them in the order listed to the District Division of Human Resources to officially conclude the search:.

> Campus Interview Committee Report (Form C193) signed by College President
> Copy of approved and signed Notice of Intent to Fill Academic (Certificated) Position (LACCD Form 902)
> Evident~~t~~ce of Effort form, signed by selection committee chair, EEO representative, and College President.
> Campus Review Committee Members' Agreement (C589)
> Campus Interview Committee Members' Agreement (C306)
> Interview of Candidates Holding Hourly Assignments (C336) Only for Probationary Positions
> Campus Interview Committee Evaluation Form (C594), all forms for each candidate interviewed; original form
> Copy of i~~I~~nterview ~~Q~~questions, writing sample questions
> Complete application packet for each~~the 2~~ finalist~~s~~
~~> Writing samples and any search materials required of the applicants as part of the process~~
~~> List of names and addresses provided by the Selection, Evaluation, and Salary Unit~~
~~> Sample of the announcement or letter sent to applicants~~

I. HIRING TEMPORARY FULL TIME FACULTY (LT/LTS/ISA/CI)

The same procedures used for hiring full-~~-~~time tenure track faculty will be used for hiring temporary full-~~-~~time faculty with the following exceptions:

1. The position may be requested at any time during the year on an as-~~-~~needed basis.

2. The department requesting the position will do so via a letter to the Chair of PEPC and the appropriate Vice President~~IPC~~.

3. PEPC~~The Instructional programs Committee~~ will make a recommendation to the Senate and ultimately the College President regarding filling the position.

~~4. During the summer requests go to Chair of IPC who will confer with VPAA and Senate President who will make a recommendation to the President.~~

4~~5~~. The position request may address the reasons for filling the position in a temporary status; i.e.: full time faculty leave replacement, unexpected resignation or departure of a full time faculty member, unexpected program growth necessitating expansion of department.

~~6. The District Faculty Interest Pool will be used to identify eligible and interested candidates for hire. Other recruitment activities may be conducted as time permits.~~

6~~7~~. The position announcement will be sent to other colleges in the District for posting~~ and to all those listed in the District Faculty Interest Pool~~. A minimum period of three~~3~~ weeks will be allowed for interested candidates to respond to the announcement.

~~8~~7. The finalists may be interviewed by the appropriate Vice President and, with consent of the President, an offer will be made once clearance of the assignment is received from the District.

J. HIRING TEMPORARY HOURLY RATE FACULTY

1. All faculty and staff are asked to encourage potential applicants to file with the District Faculty Interest Pool. Applications are accepted on an ongoing basis.

2. Departments are encouraged to use the District Faculty Interest Pool of eligible candidates to contact possible applicants when they need to hire a part time faculty member.

3. The process for hiring temporary hourly rate faculty will be conducted on an as needed basis, based on staffing and budget allocations.

4. The department chair responsible for staffing the class or program will conduct the interview process. If time allows, the department is encouraged to form a search committee to conduct the process

5. The department chair will review the results of the search with the area dean. The minimum qualifications and other eligibility factors of the final candidates must be reviewed before an offer of employment can be made.

K. ADHERING TO THE DISTRICT AFFIRMATIVE ACTION GOALS

1. Colleges are encouraged to use web sites and other continuous means of recruitment to build the quality and diversity of the District Faculty Interest Pool of eligible faculty candidates.

2. In the conduct of any search, should the EEO representative~~college compliance officer or designee~~ determine that the procedures for hiring are improper or the hiring pool lacks sufficient diversity, he/she shall notify the College President. The College President may take appropriate action to remedy the situation.

Copies of these *Faculty Hiring Procedures*, signed by the College President and the College Academic Senate President, shall be posted on the college's website~~on file in the College Office of Academic Affairs~~.

COLLEGE PRESIDENT ~~***Tyree Wieder***~~ ***Erika Endrijonas***
DATE ~~February 9, 2007~~

SENATE PRESIDENT ~~***Shannon Stack***~~ ***Joshua Miller***
DATE ~~February 9, 2007~~

SUMMARY - FACULTY HIRING PROCEDURES

The Los Angeles Valley College hiring procedures are in keeping with the Contract Faculty Hiring Policy and Procedures adopted by the Board of Trustees on Feb. 14, 2001, *Chapter X, Article III. Selection Policies, Section 10304, Agreed to Policies and Procedures for the I-firing of Full-Time Faculty Members.*

Activity	Full Time Tenure Track Faculty	Full-Time Temporary Faculty (Limited Substitute)	Part-Time Temporary Faculty (Hourly Rate)
Requesting a Faculty Position	At the beginning of each fall semester for a fall start date. File request with VPAA and IPC	On an as needed basis. File request with VP/IPC	On an as needed basis
Beginning the Search Process	Get approval from college president to begin process. VP to coordinate overall process with area dean. Form search committee minimum of 3 members	Get approval from College President to begin process. VP to coordinate overall process with area dean. Form search committee, minimum of 3 members.	Chair to interview. Encourage committee formation
Recruiting for the Position	Develop announcement and distribute to potential candidates. Announce for minimum of 6 weeks	Develop announcement and distribute to potential candidates. Announce for a minimum of 3 weeks	Continually encourage candidate filing in district interest pool
Selecting the interview candidates	Review application material with consideration for department and college needs.	Review application material with consideration for department and college needs	Review application material with consideration for department and college needs
Conducting the Interview Process	Formulate questions and method for evaluating candidates	Formulate questions and method for evaluating candidates	Formulate questions and method for evaluating candidates
Selecting the Finalists	Forwarding a minimum of 2 finalists to president. All finalists are unranked and deemed acceptable for hire	Forward 2 finalists to VP. All finalists are unranked and deemed acceptable for hire	Consult with area dean. Insure selected finalists meet district and state qualifications
Finalizing the Hiring Selection	VP to check references. Once president makes selection, all paperwork is forwarded to D.O. for clearance. Offer is made and all candidates informed of outcome	VP to check references. Once selection is made, all paperwork is forwarded to D.O. for clearance. Offer is made and all candidates informed of outcome	Dean to check references and forward RPA to D.O. for clearance. Offer is then made

TIME LINE - FACULTY SELECTION PROCESS

Week I

Position is approved
President signs "intent to fill form. Vice President of Academic Affairs files form with the district office.

Selection Committee is formed
Committee includes department members, department dean and compliance officer. Committee members participate in hiring workshop training. Committee meets to agree on required and desirable qualifications, draft position announcement and design recruitment plan.

Week 2

Position is announced
Recruitment activities begin; the position is advertised for 6 weeks.

Week 3

Committee schedules tentative dates
Dates needed to review applicant files and conduct interviews.

Week 9

Committee meets to formulate file review criteria and interview questions [based on position announcement, and review selection process steps
Compliance Officer and/or dean verify applicant pool diversity to determine recruitment process effectiveness—decision to proceed with search or extend recruitment is made,

C**ommittee meets to review applicant files**

Applicants are invited to Interview on campus
Invitation is made via telephone with follow up letter

Week 10

Interviews are conducted
Committee identifies 2-3

finalists to forward to the President

Week 12

Dean forwards names of finalists and completed search packets to Vice President of Academic Affairs

Week 13

President, VP and Committee Chair conduct final interviews in keeping with approved Faculty Hiring Procedures
References are checked, committee is consulted regarding finalists, and selected candidate's names are forwarded to the ~~district~~ District-~~office~~Office. Final qualifications are reviewed and the ~~d~~District notifies college of candidate's clearance for hiring VP offers position to finalist

Week 16

Announcement of selected candidate after clearance is received**.**

LAVC Hiring Request Process Diagram

(1st Tue — Sept) DEPARTMENT COUNCIL distributes Hiring Request Forms (Mon before last Fri in Sept) DEPARTMENTS Submit position request(s) to Academic Affairs

↓

(Last Fri - Sept) Academic Affairs sends copies of all requests to IPC members for review

↓

(2nd Fri – OCT) IPC prioritization & ranking of position Requests

↓

(3rd Th – OCT) SENATE motion to approve IPC rankings

↓

(2nd Tue – Nov.) CONSULTATION recommends xx positions to hire

↓

(2nd Mon- NOV) BUDGET receives *Senate* report on rankings

↓

PRESIDENT approves xx positions to hire

↓

(3rd Th — NOV) SENATE receives report from Senate President & IPC Chair on President's hiring approvals Training begins for Department Chairs on hiring procedures

INTERVIEW PROCEDURE

The same committee member will ask all questions in the same order. Questions must be asked as written. Prejudicial questions are forbidden, e.g., explain the gap of time on your resume; instead, ask, "Is there anything else you have to tell us?"

When a demonstration is part of the interviewing process, notify the candidates in advance. The interview could include:

Teaching demonstration- May be scheduled so that the candidate can teach in front of an actual class that reflects the diversity of the college.

Writing demonstration- Can reflect a coherency of the usage of the language and an understanding of and sensitivity to cultural diversity - content based upon a "situational question."

Counseling/Library demonstration- Should reflect the specialized knowledge and currency of the specific academic area.

An interview question, which addresses a diversity issue, should be included.

Examples

How would you deal with a student who made an obvious racial/ethnic slur against another student in your classroom?

How would you handle cultural patterns and learning styles that are cooperative and may be perceived as cheating? For example, students who openly help one another in the classroom during an exam or quiz.

No discussion of the applicants may take place unless the compliance officer representative is present. However, the Compliance Officer Representative does not vote.

The committee should not discuss the candidates before the rating sheets are completed. Voting will be conducted with an agreed upon point system that will rank candidates.

The committee will forward the names of two unranked candidates to the Vice President of Academic Affairs. The Vice President of Academic Affairs and/or the President may interview the two finalists.

The committee is to maintain the confidentiality of the entire selection process.

All candidates forwarded should be fully acceptable to the committee and the department.

SAMPLE QUESTIONS

A wide variety of questions can be used to gain information about a candidate's job skills. Use these questions as a guide to help you develop questions that target specific job skill requirements.

1. Please tell us briefly about your past work experience and education which relate to this position.

2. Why are you interested in this position? (joining the faculty) (working in a college)

3. How would you accommodate a student who has difficulty with the English language?

4. Describe a time when you were faced with problems or stresses in the classroom that tested your teaching skills. What did you do?

5. Give us an example of how you were able to build or would build motivation in your students.

6. Give us an example of a problem you faced in the classroom, and tell us how you solved it.

7. Tell us about a situation in the past year in which you had to deal with a very upset student or coworker.

8. Give us an example of how you would you deal with a student who made an obvious racial/ethnic slur against another student in your classroom?

9. Give us an example of an important goal for your program or classes you had to set and tell us about your progress in reaching that goal.

10. Give us an example of a time when you had to go above and beyond the call of duty for your students, program or department.

11. Describe the most creative classroom or department project you have completed.

12. What did you do in your last job to contribute toward a teamwork environment? Be specific.

13. Tell us about your experiences using computers.

14. Describe the worst student or coworker you have ever had and tell us how you dealt with him or her.

15. Is there anything else you would like to tell us about yourself relating to the position?

16. Do you have any questions for us?

APPENDIX A

LOS ANGELES VALLEY COLLEGE

Probationary Faculty Hiring Prioritization Request

As per the *Los Angeles Valley College Faculty Hiring Procedures*, adopted Fall 2006 by the Academic Senate and the College President: Are these the same procedures as in this Hiring Handbook?

> *All requests for faculty positions will be submitted to the Vice President of Academic Affairs no later than the end of September of each academic year. The Vice President of Academic Affairs shall forward requests for faculty positions to the Instructional Programs Committee (Hiring Prioritization Committee) by the first week in October.*
>
> *The Instructional Programs Committee (Hiring Prioritization Committee) shall make a recommendation on the proposals for faculty positions to the Senate by the third week of October. The Senate will forward the recommendation to Consultation and the College President for final approval.*

Complete the following and submit it (electronically) to the Office of the Vice President of Academic Affairs by Monday of the last full week in September of each academic year. Do NOT unlock the form; save the file with a new name, e.g., department and year "Math2006".

Date of Request:

Date Position to begin:

Discipline:

Chair:

Department:

Completion Date of the last Program Review:

Justification for request to hire probationary faculty member:

1. What expertise will this position bring to the college and your department and what specific classes will the probationary instructor teach?

2. What will be the impact on the college and your department's program(s) if a probationary instructor is NOT hired?
   a. Curriculum integrity (relevant expertise, programmatic requirements matched with academic preparation, etc.)

   b. Program (Number of courses for certificate, AA/AS, transfer)

   c. Completion by students

   d. Other:

3. What issues do the college and your department typically encounter in staffing classes hourly rate in this discipline?

   a. Available expertise:
   b. Number of hours per class:
   c. Other:

4. What portion of the FTE in this discipline's program is taught by hourly rate instructors?

1. This discipline's base FTE Fall semester allocation:	0.00
2. The number of full time faculty members in this discipline:	0.00
3. If the Chair teaches in this discipline, the FTE for reassigned time for the Chair assignment	0.00
4. The FTE for any other faculty reassignments in this discipline	0.00
5. Add together #3 & #4	0.00
6. Subtract #5 from #2 (this is the amount of FTE taught by 'salaried' full time faculty as part of their regular load)	0.00
7. Subtract #6 from #1 (this is the amount of FTE taught by hourly rate faculty)	0.00
8. Divide #7 by #1 and multiply this by 100 (this is the percent of courses taught by hourly rate instructors)	**0.00**

   Has this discipline been given growth FTE in the last two years?
   Has this discipline made use of growth FTE in the last two years?
   Has this discipline not used its FTE allocation in the last two years? Why?

5. What has been the average class size within the discipline over the last six semesters (excluding summer sessions)? For help in obtaining this information, contact your area dean. (Attach the Classtracks, BW, or Excel printout.)
   Are there any limiting factors upon your department class size, i.e. number of workstations, other factors?

6. What is the vacancy and hiring history in this discipline?
   a. How many fulltime position vacancies has this discipline had during the last six semesters?

   b. How many of these vacancies have been filled?

   c. How many full time position vacancies do you anticipate in this discipline in the next year?

7. Other information that the committee might use to evaluate your department request.
   a. Student demand

   b. Changing workplace needs

   c. Changing skill level of students

   d. Other

8. To accommodate this hire into your department:
   a. Where will the office space for this position be located? Please contact your area dean for assistance with this question.

   b What will be this faculty member's schedule next Fall? (List their classes and the days/times of those classes)

Time	CLASSES					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

9. Other justifications for this position (e.g., Department Goals, Program Review, Accreditation)

IPC * Hiring Prioritization Request * Rating Sheet

Position Requested: _____

Department: _____ Position to begin: _____

Topic	Assessment of Need and Comments
1. Statement of Need	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)** (+) Clear and Compelling
2. Impact on Program if no compelling	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)** (+) Clear and
3. Hourly rate staffing issues	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)** (+) Clear and compelling
4. FTE ratio compelling	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)** (+) Clear and **(75 Fulltime/25 Part time)**
5. Average Class Size compelling	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)** (+) Clear and
6. Hiring History compelling	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)** (+) Clear and
7. Other information (+) Clear and compelling	□ **(-)** Unclear, vague □ **(-)** (0) Not compelling □ **(-)**
8. Program Review clear, time faculty	□ **(-)** U (-) Not □ **(-)** U (0) Completed but □ **(-)** U (+) Completed, completed within not compelling need to hire and compelling evidence last 5 yr. cycle full for hiring full time faculty
9. Overall Rating	

APPENDIX B

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

To: Division of Human Resources **Date:** _____

From: _____ **College**_____
Signature of President

Subject: **NOTICE OF INTENT TO FILL ACADEMIC (CERTIFICATED) POSITION**

Directions: Complete sections A, B, and C. Section D is for PACE only. Use E, F, & G for compliance with District Board Rule (Chapter X, Article III, 10301 - www.laccd.edu/board_rules/); Ed. Code, Title 5; and College hiring procedures.

A. Administrator in Charge: _____ Position Type: ☐ Faculty ☐ Administrative
Class Code _____ Position Title (Discipline): _____ Assignment Basis _____
Position Status:

B. Faculty: ☐ Probationary/Tenure track ☐ Long Term Sub (LTS) ☐ Limited (LT)
Administrative: ☐ Continuing (permanent) ☐ Acting ☐ Interim selected candidate cannot be considered for permanent position.

C. Position is: New _____ If not new, provide name of person being replaced: _____
Recruitment start and end dates (6 week minimum for probationary and continuing positions):
From _____ To _____
(3 week minimum for LTS and LT)
Date to be filled (EXPECTED HIRE DATE): _____
Note: ***Provide end date only if position is for Limited, Long Term Sub, Acting, or Interim status.***

Budget Program No. _____SFP: Yes _____No _____

D. PACE position? Yes _____ No ___ Will you be selecting from the PACE faculty roster? Yes _____ No __

E. MAILING LIST - provide an email address where list is to be sent: _____

F. ***WEBSITE POSTING - email your announcement or job description to jobpostings@laccd.edu***

G. ***TRANSFER LIST***

Faculty - MANDATORY INTERVIEW
Administrative - OPTIONAL INTERVIEW

Division of Human Resources:

( ) Approved for Processing
___ Direct appointment by Chancellor
_____
___ Selection procedures
( ) Not Approved
( ) See Comments Below

MAILING LIST
Sent by_____
Date_____

Signature_____

_____
Date Division of Human Resources

SEARCH COMMITTEE FORMATION

The search committee will be formed under the direction of the appropriate Vice President as follows:

- The committee's composition will remain the same throughout the process but specific individuals may be substituted as deemed appropriate by the area dean and committee chair.
- The committee shall include members of historically underrepresented groups whenever possible.
- All committee members will participate in the Hiring Workshop training session, generally held in the late fall and early spring of each academic year.
- All committee members who serve as part of a faculty selection process will need to participate in reviewing all application materials in order to have input to that portion of the process.
- All committee members will need to participate in all interviews in order to have input into that portion of the process.

Selecting Committee Members

Each search committee shall have a minimum of three voting members, to be selected as follows:

- Two from the discipline where the vacancy exists. (If there is only one faculty member in the discipline where the vacancy exists, follow college hiring procedures to select the second faculty member).
- One from the administration (usually the area dean).
- The voting members of the committee shall elect the chair (when a department has only one full time member, then that full time member would act as the chair of the committee).
- A non-voting compliance officer or designee will participate in all aspects of the search.
- Additional members may be added to the committee if agreed to by the department where the vacancy exists (follow college hiring procedures).

APPENDIX D

RECRUITMENT PLAN

The recruitment process is designed to enhance and enlarge the pool of eligible and qualified candidates to be considered by the search/selection committee. In keeping with the LACCD Board Rule and college procedures for faculty hiring, recruitment efforts will be ongoing for 60 days prior to the interview stage of the search process.

In developing the recruitment plan the goal is to reach out to the widest range of potential candidates possible. The position announcement will clearly state the minimum qualifications and desirable characteristics for the vacant position. These same criteria will be used in evaluating the applicant files and formulating the interview questions. When the selection committee begins the search process with a clear understanding of the knowledge, skills and abilities needed in the position, then the likelihood that the selected candidate will best meet the college and department needs is greatly strengthened.

Complete the following and provide a copy signed by the area dean to the Office of the Vice President of Academic Affairs.

1. Department Name
2. Search committee chair
3. Area Dean

(Signature and date designates beginning of 6-week recruitment period)

4. Equal Opportunity Representative
5. Position Title — to be advertised
6. Position Description
7. Position Minimum Qualifications (knowledge, skills and abilities required)
8. Position Desirable Qualifications (knowledge, skills and abilities desired)
9. Date Position to begin
10. Department Description:

- Mission and goals of department

- Programs offered

- Special facilities

- Unique accomplishments

- Other

11. List Professional Journals or Publications where position advertising will appear

12. List other activities used to advertise the position

- Mailed to District Interest Pool
- Mailed to State Chancellor's Diversity Registry
- Mailed to surrounding 4 year colleges and universities
- Mailed to surrounding 2 year colleges
- Other

Los Angeles Valley College
Seeks a
French Instructor – Fall 2005
Closing date: April 29, 2005

Description: Instructor, full-time probationary (tenure track). All instructors are required to teach 15 hours per semester. Evening, or split assignment, may be included in the assignment.

Minimum qualifications: Master's degree in French or the equivalent. (Applicants wishing to be considered under District equivalency standards must submit supporting documentation.)

Desired qualifications:
- Teaching experience at the college level (community college level preferred)
- Native or near-native fluency in French and English
- Knowledge of computer-based language programs and the use of technology in the classroom
- Interest and skill in helping to expand our language lab facilities
- Familiarity with Student Learning Outcomes
- Ability to teach another foreign language highly desirable
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students

Responsibilities:
- Teach sequential courses in French, including literature, culture and civilization, as needed
- Participate in student advisement
- Assist in curriculum and program development
- Serve on college committees
- Be available to students through scheduled office hours

Salary and benefits: The Los Angeles Community College District determines placement on the Academic Salary Schedule, depending on education and experience. District benefits include: Health, Dental, Vision, and Term Life Insurance.

Application procedure: Interested persons should submit a letter of interest, a resume, and the names of three references and their phone numbers and addresses to:

Dr. Carmen Salazar
Chair, Department of Foreign Languages
Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401

Note: Hiring will depend on available funding. The District does not provide expense reimbursement for those invited to interviews.

About the College: *Los Angeles Valley College is one of nine colleges in the Los Angeles Community College District and is located in Valley Glen, in the San Fernando Valley. With an enrollment of approximately 18,000 students, LAVC offers a wide range of academic and vocational programs and transfers its students to nearby California State University, Northridge, UCLA, and USC.*

Selection Procedure utilizing

Letters of Interest

For openings where the campus has sent letters to applicants in our pool listing the specific special requirements, the procedure for the Selection Unit and Committee will be as follows:

1. The Administrator in Charge will submit a Notice of Intent for approval. On this form, indicate that you would like a mailing list.

2. The Selection Unit will print a list (formatted 3 across by 10 down, 30 per page) of all of the names and addresses of applicants currently in the pool. This list will be sent to the campus to have labels printed. The campus will write and mail a job announcement (The Administrator in charge must retain the list with phone numbers. This must be returned with the recommendation documents.) The date on the announcement will be considered the 'closing date' for that selection process. The closing date is the date that all applications must be received by the selection unit. The closing date must be at least 5 working days before the committee expects to pick up the pool.

3. For Probationary Positions, letters must also be sent to those in the State Diversity Registry.

4. The applicants will respond with a letter of interest to the college.

5. The campus committee will review the letters of interest. They can choose to interview everyone who responded or may narrow the pool further. Whenever the pool is narrowed, the diversity reported on the Evidence of Effort form is that of the final pool of applicants, not the original larger pool.

6. The college President and Affirmative Action Office will be responsible for reviewing the diversity of the pool to be considered. As long as a sufficient number of applicants responded, and that group is diverse, then the process will proceed. The College President makes this decision. If the pool is not diverse, then the campus must do additional recruitment.

APPENDIX G

PAPER SCREENING EVALUATION FORM

Position Title: _____
Candidate: _____

Criteria	Strong	Moderate	Little	None
MA or higher degree from an accredited institution (doctorate preferred)				
Experience - previous faculty experience - experience in community colleges				
Leadership talent - commitment to academic excellence - strong vision - personal qualities/skills needed to develop & promote the college and its programs - energy and stamina - sense of humor				
Governance skills - commitment to shared governance - skills needed to develop and promote effective governance				
Sensitivity to diverse cultural and socio-economic backgrounds of students, staff and Community				

Summary Evaluation	**Circle Your Recommendation**
Definitely Interview	4
Probably Interview	3
Probably do not interview	1
Definitely do not interview	0

Comment on your summary evaluation, especially if your recommendation does not reflect your assessment of the criteria:

_____

_____

_____ _____
Evaluator Date

APPENDIX H

December 12, 2005

Dear

You have been selected to interview for the Men's Head Basketball Coach/Men's Physical Education instructor position at Los Angeles Valley College. Your interview will be held on Friday, December 16, 2005 at 9:00 a.m. in the President's Conference Room located in the Administration Building. Enclosed please find a job application, a campus map and a parking permit.

Please report to Roxy Zamora in the President's Office fifteen minutes before your scheduled interview to give you an opportunity to review the questions you will be asked by the Selection Committee. You will be required to present a ten-minute lecture/demonstration. The lecture/demonstration is to describe the difference between Isometric, Isotonic and Isokinetic exercises. A dry erase board will be made available. A laptop, LCD projector and overhead projector will be available upon request.

Please bring your completed application to the interview and a copy of your unofficial transcripts for the Committee to review as part of the interview process. If you are selected as one of the final three candidates, you will be asked to provide the names and current telephone numbers of three references and the description of their professional relationship. You may include these in your application packet at the initial interview.

If you have further questions or need special accommodations, contact Chuck Ferrero at 818-947-2508.

Sincerely,

Chuck Ferrero
Athletic Director

Enclosures: application, parking permit, campus map

APPENDIX I

May 31, 2005

Dear

The Committee has completed its review of the letters and resumes for the French Instructor position at Los Angeles Valley College

Regretfully, you were not selected for an interview. However, we hope you will consider Los Angeles Valley College as an institution that may become a part of your professional experience in the future.

Much success in your future endeavors.

Sincerely,

Carmen Salazar, Ph.D.
Chairperson
Foreign Languages Department

APPENDIX J

Confidential Interview Rating Form
Position: African American Studies
June 2005

Outstanding	5
Strong	4
Average	3
Weak	2
Not acceptable	1

Name: _____

Rate the interviewee on the following criteria using the scale:

Criteria	Rating	Comments
Communication Written, verbal and non-verbal communication skills	**5 4 3 2 1**	
Knowledge Verbal expression, depth of response, analytical thought process	**5 4 3 2 1**	
Enthusiasm Animated, positive, spontaneous	**5 4 3 2 1**	
Decisiveness & Assertiveness Gets to the point, Emphasizes achievement, Relevant responses to interview objective, Lets you know where they stand, Takes charge, forceful, convincing, persuasive	**5 4 3 2 1**	
Maturity & Self-Presentation Poise, self-confidence, dress, relaxed	**5 4 3 2 1**	
Openness Responses are not canned and superficial	**5 4 3 2 1**	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	
	5 4 3 2 1	

REVISED B0ARD RULES GOVERNING FACULTY HIRING

10301. Selection and Assignment of Faculty

It is the policy of the District to employ faculty members who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Those individuals must be sympathetic and sensitive to the racial and cultural diversity of the populations the colleges serve, and they should generally reflect that diversity themselves. In addition, they must be well prepared to respond to the educational needs of all the special populations served by the District's colleges.

Selection and assignment of faculty shall be based on job-related factors which include qualifications and capabilities. The use of any degree of personal, political, or social influence to secure selection or assignment to a faculty position, or the urging of any consideration other than fitness for the work as a ground for selection or assignment is unprofessional conduct and is strictly forbidden.

10302. Evaluation of Eligibility for Employment of Faculty.

Faculty shall be employed on the basis of competitive evaluation conducted under the general oversight of the Division of Human Resources and the president where the position to be filled exists. The process of evaluating individuals for eligibility for employment as faculty members shall be in accordance with hiring procedures that meet the standards and requirements set forth in Board Rule 10304, applicable provisions of the Education Code, Title *5* of the California Administrative Code, and relevant Personnel Guides adopted under these Board Rules.

10303. Maintenance of Continuous Faculty Recruitment; Creation of a District Recruitment Pool of Potential Applicants.

The Division of Human Resources shall develop and maintain a District recruitment pool consisting of a diverse group of potential applicants for faculty positions as a resource for faculty searches. The Division shall also assist the colleges in making effective use of the pool whenever the colleges seek to fill a faculty position.

10304. Faculty Hiring.

The Board and the faculty, represented by the Academic Senate, share the responsibility for developing and implementing policies and procedures governing the hiring process. This policy, developed and agreed to jointly by representatives of the Board of Trustees and the District Academic Senate, shall govern the selection of faculty at the colleges within the District. For the purposes of this policy, the term "President" means the President of a college or his or her designees, and the term "Academic Senate" means the college Academic Senate.

The Board has the primary legal and public responsibility for ensuring an effective hiring process. As reflected in State law, faculty have an inherent professional responsibility in the development and maintenance of the quality of the District's and colleges' educational programs and services. For that reason, significant and meaningful faculty participation in the hiring process is essential, and it is the Board's expectation that faculty recommendations regarding the qualifications, experience, and desirability of candidates for faculty positions will normally be accepted. Nevertheless, the President shall exercise formal decision-making authority in the

hiring process, and all recommendations regarding faculty hiring shall be advisory to the President. No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses

A. the minimum qualifications for that assignment specified by the Board of Governors of the California
Community Colleges (the State Qualifications), or

B. qualifications that are at least equivalent to the relevant State Qualifications The colleges shall conduct faculty hiring in a way that takes into account the District's equal employment opportunity obligations, its goal to employ a diverse faculty, and its commitment to affirmatively recruit individuals from groups that are historically under-represented among the faculty at a college or within a discipline. Search/selection committee participants shall complete appropriate training in equal employment opportunity and affirmative action principles.

10304.1 Probationary (Contract) Faculty Hiring

1.0 Position Identification and Prioritization

The need to consider filling a faculty position can arise under many circumstances as determined by the college. To provide a means by which those needs will be addressed at a college, the President working in collaboration with the Academic Senate shall develop college procedures specifying how proposals to fill contract faculty positions at the college will be prepared, the criteria that will be used to evaluate the proposals, and the process by which proposals will be reviewed and approved. The procedures adopted by each college should be designed and implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well before the beginning of the academic term during which the new contract faculty member will begin work.

2.0 College Procedures for Hiring Probationary (Contract) Faculty

The President and Academic Senate at each college shall develop mutually acceptable written procedures governing the search and selection process for contract faculty that comply with the following minimum requirements and any relevant Personnel Guides adopted under this Board Rule:

2.1 The procedures shall incorporate provisions that ensure that the responsibility for recruiting and selecting well-qualified faculty is a joint responsibility of the faculty and the administration. The procedures shall also require all those involved in the hiring process to adhere to the following fundamental criteria when reviewing application materials, conducting interviews, or otherwise evaluating candidates:

A. the extent to which the candidate has command of, or brings expertise in, the discipline or subject area in which he or she will be employed;

B. the candidate's demonstrated ability as, or potential to become, a skilled teacher, counselor, librarian or other support professional; and

C. the degree to which the candidate will contribute, directly and indirectly, to the diversity of the college, division, and discipline in which he or she will be employed.

2.2 Under the college procedures, the first step in initiating a search shall be the formation of a search/selection committee composed of at least three members, a majority of whom shall be faculty members in the discipline (or, if the Academic Senate deems it appropriate, closely related disciplines) of the position to be filled, and a non-voting affirmative action

representative. Working with the members of the discipline, the search/selection committee shall prepare a job announcement to be used in announcing the job opening for approval by the President. The job announcement shall describe at a minimum:

A. the duties and responsibilities the contract faculty member will be expected to assume;
B. the minimum qualifications for the position established by the Board of Governors of the California Community Colleges (the "State Qualifications");
C. the knowledge, skill and ability a successful candidate should possess; and

D. other characteristics the college determines to be desirable including, but not limited to, a sensitivity to and understanding of the special populations the college serves.

2.3 While the job announcement shall fully describe the desirable academic preparation, experience and other characteristics sought in a candidate, the minimum qualifications specified in the announcement shall be the

same as the State Qualifications. The committee may, however, add to the State Qualifications any appropriate language requiring evidence of a) the ability to communicate and work effectively with people of diverse cultures and language groups and b) sensitivity to individuals who come from diverse academic, socioeconomic, cultural and ethnic backgrounds, including those who have disabilities.

2.4 The recruitment period for each search should be several months long (preferably beginning in the early spring for positions that are anticipated to be filled for the subsequent fall term, or at least a full semester in advance of the start of the assignment for other positions) but the procedures shall specify a recruitment period of no fewer than six weeks.

2.5 The procedures shall identify decision points at which the overall size and diversity of the pool will be reviewed to determine if they are satisfactory based on availability data, diversity goals, and other relevant factors. Following such a review, if the President determines that the size or diversity of the pool of candidates who responded to the college's job announcement is not satisfactory, the procedures shall require an extension of the recruitment period. In that event, the procedures shall also require the search/selection committee to initiate additional recruitment efforts.

2.6 To be considered as a candidate for a faculty position, all applicants must submit to the college a cover letter summarizing the candidate's qualifications for the position along with a completed application for employment on a form specified by the District; transcript(s) from an accredited institution; the names, addresses and telephone numbers (or other appropriate contact information) of at least three references; and any other relevant information specified in the job announcement.

2.7 The procedures shall identify the manner in which the search/selection committee will review application materials and invite candidates to meet with the committee for an interview or participate in any other skills demonstration or evaluation process required by the committee. The invited candidates will be those who, as determined by the search/selection committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State qualifications will not guarantee an interview.

2.8 Under the procedures, the search/selection committee shall be charged with recommending finalists to the President. The number of candidates the search/selection committee is expected to recommend as finalists, and the manner in which those finalists will be reviewed and considered shall also be set forth in the procedures. The college procedures shall include background and reference checks before a finalist is selected for hire.

2.9 The procedures shall address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal shall be to ensure that communication with candidates occurs in a timely and professional manner. This responsibility rests primarily with the President.

2.10 An offer of employment cannot be extended to a candidate until the request to appoint the recommended candidate is approved by the Chancellor or, if appropriate, by the Board.

10304.2 Temporary Faculty Hiring: Long Term Substitutes and Limited Status Faculty

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for long term substitutes and limited status faculty that comply with the minimum standards set forth in Section 2.0 of Board Rule 10304 regarding Faculty Hiring (and any relevant Personnel Guides adopted under those sections), with the exception that the recruitment period for long term substitute and limited status faculty positions may be fewer than six weeks, but no fewer than three weeks.

10304.3 Temporary Faculty Hiring: Hourly Rate Faculty

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for hourly rate faculty. The procedures should be designed and implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well in advance of the starting date of the hourly rate assignment for which the faculty member is being employed. However, the procedures also need to provide for the fact that early recruitment and selection of hourly rate faculty is occasionally impractical. For that reason, the procedures need to provide appropriate flexibility to those involved in the hiring process so that they are able to identify and hire hourly rate faculty in a timely manner when that is necessary.

10304.4 Acknowledgements

Nothing in this rule shall be construed as impinging upon the due process rights of faculty, or as detracting from any negotiated agreement between the faculty's collective bargaining representative and the Board of Trustees

10304.5 Amendments and Revisions

1.0 The Board shall consult with the District Academic Senate before adopting any amendment to or revision of this Board Rule and in acting on any proposed amendment or revision, the Board shall rely primarily on the advice of the Academic Senate.

2.0 The Chancellor or his or her designee shall consult with representatives of the Academic Senate in developing any Personnel Guides or similar administrative regulations

implementing this Board Rule. The Chancellor or his or her designee shall also consult with representatives of the District Academic Senate before amending or revising any such Personnel Guide or administrative regulation.

10305 The Equivalence Policy for Faculty Qualifications.

No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

A. the minimum qualifications for that assignment specified by the Board of Governors of the
California Community Colleges (the State Qualifications), or

B. qualifications that are at least equivalent to the relevant State Qualifications.

It is the expectation of the Board that nearly all faculty members will be able to establish their qualifications to perform a faculty service by demonstrating possession of the exact degree or experience specified in the State Qualifications, and that only rarely will candidates need to establish their qualifications through the equivalence process. The equivalence process is not intended to raise or lower State Qualifications, nor is it a means to waive State Qualifications.

The Chancellor, in consultation with the District Academic Senate, will establish procedures under which current and prospective faculty members may seek a determination that they possess qualifications that are at least equivalent to the relevant State Qualifications. A determination reached through the procedures shall be deemed to be a determination of the Board unless, on appeal, the Board itself chooses to review the decision and, after receiving written recommendations from the District Academic Senate and the Chancellor, render a decision on the matter itself. If, for compelling reasons, the Board's decision is contrary to the DAS recommendation, the Board will provide a written explanation to the DAS.

APPENDIX L

CALIFORNIA EDUCATION CODE SECTION 53024

SELECTION PROCESS REGULATIONS

(a) All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

(1) provided to the Chancellor upon request;

(2) designed to ensure that for faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;

(3) based solely on job-related criteria, except as authorized by Section 53006 and

(4) designed and monitored to ensure that they do not have an adverse impact, as defined in Section 53001(m), on any group defined in terms of ethnicity, gender, or disability.

(b) If monitoring pursuant to subsection (a)(4) reveals that any selection technique or procedure has adversely impacted any such group, the chief executive officer or his/her designee shall suspend the selection process and timely and effective steps shall be taken to remedy the problem before the selection process resumes. The affirmative action officer, or other official charged with responsibility for monitoring selection procedures, may assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed. Where necessary, the position may be re-opened at any time and a new selection process initiated in a way designed to avoid adverse impact.

(c) A district may not designate or set aside particular positions to be filled by members of any group defined in terms of race, ethnicity, gender, age, or disability, or engage in any other practice which would result in discriminatory treatment prohibited by state or federal law. Nor may a district apply the goals, if any, set forth in the district's faculty and staff diversity plan in a rigid manner which has the purpose or effect of so discriminating.

(d) Seniority or length of service may be taken into consideration only to the extent it is job related, is not the sole criterion, and is included in the job announcement consistent with the requirements of Section 53022.

(e) Selection testing for employees shall follow procedures as outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

f) Selection committees shall include members of historically underrepresented groups whenever possible.

(g) Notwithstanding any other provision of this Division, the governing board or its

designee shall have the authority to make all final hiring decisions based upon careful review of the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and order further review by the screening committee or reopening of the position where necessary to further achievement of the goals, if any, established in the faculty and staff diversity plan. However, consistent failure to select qualified candidates from historically underrepresented groups who are recommended by screening committees shall constitute a violation of Section 51010 of this Division