

# **DEPARTMENT/COMMITTEE CHAIR RESPONSIBILITIES**

## **For Recruiting and Hiring of Regular & Adjunct Faculty, Classified Staff and Management Team**

### ***Recruiting Procedures***

#### **1. Personnel Requisition: Initiating the Recruiting Process \***

- a. Submit a completed Personnel Requisition to Human Resources, including appropriate budget code(s), your signature, and other information as requested on form.
- b. Human Resources will route for approval to administrators (from Dean through Vice President), Budgeting, Human Resources Director and the President.
  - It can take anywhere from a few days to a couple of weeks to get the Requisition signed off so if you are needing to start recruiting for a position immediately, we suggest you hand route the requisition for signatures to save time.
- c. Prior to beginning the recruitment, the committee must meet with their component administrator to share ideas about the needs of the program and strategies for recruiting and hiring.

#### **2. Updating the job announcement**

- a. Once the Requisition is signed off, Human Resources will send you a draft of the job announcement to advertise the position or pool, unless the requisition is for a Classified position.
  - Classified positions are first placed on the Interdepartmental Transfer/ Promotion Line for a minimum of 5 working days.
    - If there are requests for transfer, candidates that meet the minimum qualifications for the position will need to be interviewed by the department (minimum of two committee members).
    - If there are no transfer/promotion requests, you will be sent a draft of the job announcement.
  - For adjunct recruitments, Human Resources will send you a draft of the job announcement once we are notified of the department's interest in opening the pool.
- b. All job announcements require approval prior to advertising for the position/pool.
  - Management announcements need to be reviewed off through the President.
  - Faculty & Classified announcements need to be reviewed through your Vice President.
  - Adjunct Faculty announcements need to be reviewed through your Dean.

#### **3. Advertising the position/pool**

- a. Faculty, Adjunct Faculty and Management positions are advertised for a minimum of six weeks; Classified positions are advertised for a minimum of three weeks.
  - Contact District Compliance Officer for approval of an abbreviated recruitment (must be extenuating circumstances).
- b. Adjunct pools remain open for a two-year period from the initial priority filing deadline; you are not required to re-advertise for a pool unless your pool is not "open" for this two-year period.

### **3. Advertising the position/pool (continued)**

- c. The Human Resources Department provides the following advertising. (All other special advertising needs to be requested for and paid by the department.)
- Position title posted in *The Press Democrat* weekly display ad, Sunday editions
  - Job announcement posted in the Human Resources section of the College's website
  - Job announcements posted on the Human Resources Department's job board
  - Application materials are mailed to names of applicants in the Human Resources interest database
  - Job announcements mailed to all departments on campus
  - All job listings are sent (by e-mail and hard copy) to agencies/educational institutions, primarily in California
  - Brief description of the opening is posted on the College's Jobline \*
  - Job announcements posted on EDD (Employment Development Department) internet posting \*
  - Management openings are posted on the ACCCA (Association of Community College Administrators) website
  - Openings are posted in the California Community College Registry Newsletter and on the Registry's website; announcements are sent to interested applicants who have requested to be informed of the opening through the Registry
  - A quarterly display ad (as needed), listing position titles and closing dates for Management and Faculty positions, is posted in the *Chronicle of Higher Education*

### **4. Establishing the screening/interviewing committee**

- a. Once the position/pool is "open" for advertising, you should begin working on establishing the committee.
- b. Classified committees require a minimum of three members, with at least two members being classified employees.
- An Administrator, or designee, must serve as the committee chair.
  - Classified representatives need to be approved by the SEIU President prior to appointment.
    - Committee Chair is responsible for requesting approval by SEIU and should also get approval in advance from the employee's supervisor, if applicable.
- c. Adjunct Faculty committees also require a minimum of three members, including at least two faculty and one administrator (Dean level or higher).
- d. Faculty committees require a minimum of five members, including four faculty and an instructional or student services administrator. (Department Chair participation is optional.)
- e. Management committees are organized by the Superintendent/President; Academic Senate appoints Faculty member(s), SEIU appoints a Classified member, Associated Students appoints a student member, and the President appoints administrator(s) and invites Board representatives.
- f. District Compliance Officer serves as a non-voting monitor on all Regular Faculty and Management Committees.

**5. Committee orientation**

- a. All committee members must participate in a committee orientation (at least once every 12 months) with a representative from Human Resources and the District Compliance Officer (if applicable) to review committee responsibilities, screening and interviewing procedures and the District's EEO guidelines.
- b. Committee Chair will need to coordinate this meeting with Human Resources and the other committee members (and District Compliance Officer, for Faculty and Management recruitments).

**6. Application screening/selecting candidates for interview**

- a. After the position/pool closes and the committee has received its orientation, Human Resources will forward the screening packet to the Committee Chair.
  - Packet includes the Confidentiality Agreement, Screening Sheets with copies of job announcements, copies of applications and a Recommendation Form.
  - Chair is responsible for monitoring distribution of applications to ensure that each committee member completes their screening by the committee's established deadlines, while maintaining security of the applications and confidentiality of the process.
- b. Once screening is complete, committee will need to "regroup" to come to consensus on candidates to interview.
  - Names of candidates selected for interview will need to be written on the Recommendation Form and signed by the Committee Chair.
  - Each committee member should sign the Confidentiality Agreement, fill out their screening sheet completely and initial their sheet; incomplete documents will be returned to the Committee Chair for follow-up.
- c. Committee Chair will need to return *all* materials to Human Resources prior to scheduling of interviews.
  - Include, in writing, the specifications for the interviews (date(s), time, location, information on teaching demonstration, etc.).
- d. If any candidates selected for interview are equivalency candidates, equivalency approval (by Equivalency Committee and the President) must be received prior to interviews (not applicable for Classified positions).

**7. Interview questions**

- a. Final draft of the committee's questions should be sent (preferably by e-mail) to Human Resources and District Compliance for review at least two days prior to interviews. Committee Chair is responsible for providing copies of approved interview questions to the committee members and for the candidates.

**8. Interviews**

- a. Interview packet will need to be picked up in Human Resources prior to the interviews (Human Resources will notify Committee Chair once it's ready).
  - Interview packet includes Interview Schedules, Interview Record Sheets and job announcements for each committee member, applications and the Recommendation Form.

**8. Interviews (continued)**

- b. Committee should plan on meeting 15-30 minutes prior to the first interview to discuss the interview plan (i.e. who will be asking which questions, what type of introduction should be given, how you will come to agreement on the finalists, etc.).
- c. After all interviews have been completed and finalists (or for adjunct, candidates to be added to the pool) have been chosen, Committee Chair should verify that each committee member has filled out their Interview Record Sheets completely and signed each form. Committee Chair will complete Recommendation Form for selected finalists (or for adjunct, a listing of who is to be added to the pool).
- d. All paperwork will then be returned to Human Resources to either schedule the final interviews, notify candidates not forwarded and/or contact candidates added to the pool.
- e. After administrative interviews have been completed, Committee Chair will meet with administrator to discuss top candidate. \*

**9. Reference Checks \***

- a. Once a top candidate is selected, the Committee Chair, designated administrator or Vice President (for Faculty) will conduct reference checks on the candidate(s).
  - Human Resources includes the Reference Check Forms with the final interview packet
  - At least two positive reference checks are required before an offer can be made

**10. Job Offer**

- a. Once the final recommendation has been forwarded to Human Resources, salary placement is completed and the candidate is offered the position. \*
  - If the candidate accepts, the Committee Chair will be notified by Human Resources and the candidate will contact the Committee/Department Chair to establish start date (if applicable) and get information regarding their upcoming assignment.
  - Employee must complete the pre-employment physical, have their fingerprint clearance, and tuberculosis test before their start date
- b. For Adjunct Faculty, candidates selected for the pool are sent an offer letter informing them that they're being added to the pool.
  - If being assigned a class in the near future, they will also be mailed the appropriate employment paperwork.

## ***Adjunct Pools/Hiring***

### **1. Job announcements/advertising**

- Consider advertising for all disciplines within your department when re-opening a pool (if applicable).
- While there is a priority deadline, the pool is “open” for two years; applications are *only* accepted during this two year period (applicants cannot apply unless the pool is open).

### **2. Adding someone to your pool**

- If you’re needing to add adjunct faculty to your department, contact Human Resources to see if any applications are on file.
  - If applications are on file, you’ll need to follow the regular screening and interviewing process; you can’t just arbitrarily select someone.
  - If there are no applications on file, the pool will need to be re-advertised.
- **All applicants selected for interview and/or added to the pool must meet the stated minimum qualifications and/or be granted equivalency through the equivalency process prior to being interviewed and assigned a class.**

### **3. Emergency Hires**

- If your department has an emergency hire situation (when there is not enough time for a recruitment) you’ll need to first notify Human Resources of the situation and then request approval by the Dean, and President and the Academic Senate President.
  - You can either use the on-line Emergency Hire Approval form to make your request or obtain a copy of the form from Human Resources to be routed for signatures. Forms and instructions for initiating online forms are also available at <http://www.santarosa.edu/hr/forms/EmergencyHireForm-new.doc> .
  - Emergency hires are required to meet the same minimum qualifications (or the equivalent). This should be reverified prior to submitting the emergency hire request.
- NOTE: If the employee is to be used beyond the emergency hire assignment, he/she must be either (1) evaluated; or (2) interviewed AND re-PAF’d with no duration date before receiving another assignment in your department.
  - Most emergency hire situations can be avoided by planning ahead (starting the pool process earlier in the semester so you have candidates available when needed).
  - Check with Human Resources if you have a potential emergency hire situation to see if any applications are on file.

#### 4. **Class assignments**

- Human Resources should be notified in advance when any of the following changes occur:
  - A new adjunct faculty, recently added to the pool, has been made “active” by being assigned to teach a class.
  - Adjunct faculty who have not been assigned a class in your department for two years may be extended for an additional two years at the request of the Department Chair. If they are not extended and/or used by the end of the two year extension (four years total), they need to be “reactivated” (requiring the candidate be reinterviewed and re-PAF’d).
- If Human Resources is not notified of the changes listed above, the employee may not have the opportunity to consider all retirement options (due to time limits imposed by the retirement plans) AND may not receive their first paycheck on time (due to late notification to Payroll).

#### 5. **Employment Paperwork and Getting on the Payroll**

- In all situations and particularly for emergency hire situations, be sure to inform the employee ahead of time of what paperwork is required in order to be hired (i.e. fingerprints, selecting a retirement plan, etc.).
- Employees must complete all required paperwork in order to begin an assignment and receive a paycheck.