

Did You Know?

Key Points: Your Rights on Hiring Committees

NOCCCD BOARD POLICY: SECTION 3000 ACADEMIC PERSONNEL

[POLICY #3004: Tenure-Track Faculty Hiring Policy](#)

Key Points

(Be sure to read the entire Board Policy before your first hiring committee meeting.)

5.0 Hiring Committee

5.1 Committee Composition

5.1.1 The hiring committee shall be comprised of the following:

5.1.1.1 At least three (3) faculty members selected by the faculty of the discipline/subject area.

(Note: Three is the minimum. A maximum is not stated. This is a discipline/subject area faculty decision.)

5.2 Committee Operating Procedures

5.2.2 The initial meeting of the hiring committee shall be convened by the Division Dean. The committee shall then select a chair from among the members of the committee, and shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates (e.g., majority vote, 2/3 vote, unanimous agreement, consensus without objection, etc.).

(Note: The Division Dean is not automatically the committee chair. This is a committee decision, and faculty can serve as the chair.)

5.3 Responsibilities of Committee Members

5.3.1.2 A committee member who fails to participate in any aspect of the process shall be removed from the committee.

(Note: Be sure that each member will be able to participate in every aspect of the process.)

6.1 Development of Job Specification

6.1.1 The job specification for the position shall be developed by the hiring committee and shall include the following information:

6.1.1.4 Desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications which are specific and directly reflective of the screening criteria to be utilized in the selection process.

6.1.2 The job specification shall be approved by the Affirmative Action Officer for compliance with Affirmative Action policy and forwarded to the President/designee for approval.

6.1.3 Any changes to the job specification by the Affirmative Action Officer or the President/designee shall require mutual agreement with the hiring committee prior to submission of the job specification to the District Office of Human Resources.

6.1.5 The job announcement shall be reviewed by the hiring committee chair in the proof stages prior to publication.

9.0 Initial Screening

9.1 The chair, in consultation with at least one representative from the committee selected by the faculty members of the committee, will examine each applicant's materials for completeness and evidence of compliance with the minimum qualifications as advertised in the job specification.

9.2 After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the hiring committee, using the rating criteria and rating sheet developed by the committee. The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.

10.0 Selection of Candidates For Interview

10.1 The hiring committee shall determine an initial pool of potential candidates for interview, consisting of all candidates whom the committee would reasonably interview, were it possible to interview them all.

12.0 Final Selection

12.1 The committee chair shall summarize the recommendations and lead discussion which shall focus on the strengths and weaknesses of the candidates. **After discussion, the committee shall make a determination of the finalists.**

12.3 Following a discussion of the results of the reference checks, the committee shall submit to the President for final consideration the candidates whom **the committee would recommend for employment if there were enough positions to employ them all.**

12.4 In the event there are fewer than three (3) candidates that the committee would recommend for employment, the committee will meet with the President/designee to clarify the reasons for the number of candidates.

12.4.1 **If, after discussion, the President/designee is not satisfied with the committee's recommendation, the President/designee may direct the committee to reconsider. If, after reconsideration, the committee forwards the same recommendation, the President/designee shall interview the candidates as provided in section 12.6.**

12.4.2 In the event the committee cannot recommend any of the applicants, the committee and the President/designee will seek to reach consensus concerning the next action to be taken. If consensus cannot be reached, the position shall be reopened, provided the delay in hiring shall not exceed one semester, except by mutual agreement of the hiring committee and the President.

12.7 Following the interviews, the President/designee shall meet with the hiring committee, or a designated representative of the committee, as the committee so prefers **to reach a consensus agreement on the candidate to be offered the position. During the discussion, all parties may express statements of ranking preference regarding the candidates.**

12.8 In the event the hiring committee and the President cannot reach agreement on the candidate to be offered the position, the President may:

12.8.1 Accept the recommendation of the committee.

12.8.2 Explain his/her objections in writing to the hiring committee and the president of the Academic Senate and reopen the position, provided the delay in hiring shall not exceed one semester, except by mutual agreement of the hiring committee and the President. A decision to delay the hiring process shall be subject to review and revision by the Vice Chancellor of Human Resources.