

LACCD ADJUNCT HIRING GUIDE

District Academic Senate Recommendation Approved Unanimously on 3/9/2017

The Board Policy statement about the LACCD commitment to diversity and equity inserted here.

The Adjunct Pool

The District's established pool refers to a group of applications that have been submitted by applicants to the LACCD Part-Time (adjunct) Faculty Employment portal. The pool shall be considered for each part-time vacancy or possible future vacancy within a twelve month period and includes all currently and previously employed adjunct faculty (internal candidates) and all applicants who have never been employed as adjunct faculty by any college in the LACCD (external candidates). To be entered into the pool, all applicants meet Minimum Qualifications or the equivalent for the discipline in which they are seeking to teach and must have submitted a *complete* adjunct application. Part of the application will include a check box so faculty can indicate if they are already working in the District and another check box so faculty can indicate the college or colleges at which they would consider working.

An adequate pool is one that contains three or more candidates who meet Minimum Qualifications or the equivalent. The LACCD Human Resources Department (HR) shall keep applications from all candidates on file for a minimum of one year and will annually notify all candidates to request an update of their information should they wish to remain in the pool. Department chairs will be granted access to the pool on an as-needed basis. Adjunct faculty who are already-employed at one or more colleges in the District may be hired at another college within the District without going through an interview, although it is recommended that such an interview is conducted.

The Selection Committee

A selection committee must form when applicants new to the District are considered for an assignment. This ensures that more than one faculty member takes part in the interview process to select new faculty members. The division or department chair or his/her designee serves as the committee chair and selects at least one additional faculty member in the discipline to serve. If no other faculty in the discipline at the college are available to serve on the committee, then the chair of the committee may take the following progressive steps to fill the committee vacancy: (1) seek out a colleague in the discipline from another campus in the district, (2) a colleague on campus in a related discipline, or (3) a colleague in the discipline from a college outside the district. -Committee members must be contract or regular faculty full time. **The supervising dean of the department shall be invited to attend the adjunct selection committee meetings as a non-voting member, but the absence of the dean shall not prevent the selection process from moving forward.**

It is strongly recommended that an EEO representative, possibly from the same department, be present as a non-voting member. Furthermore, all committee members

43 must have participated in EEO hiring committee training or EEO rep training within the
44 previous three years. Other faculty members may be added to the committee as non-
45 voting resources with the approval of the committee chair. The composition of the
46 selection committee is reported to the supervising dean. All members of the committee
47 will review the applications and transcripts for appropriate minimum qualifications.
48

49 **Note:** Equivalency determinations will not be conducted for the selection of adjunct
50 faculty.

51 **The Committee Chair Responsibilities:**

52 1. Guides the selection committee through the adjunct faculty hiring procedure according
53 to the guidelines as presented in this document.

54 2. Facilitates committee discussions.

55 3. Facilitates the review of applications for minimum qualifications.

56 4. Leads committee dialog about handling of incomplete applications, paying special
57 attention to equivalency, and the handling of extraneous application materials that were
58 not specifically requested.

59 5. Coordinates the screening process, schedules committee meetings, manages the
60 logistics of the process (rooms, times, dates), and facilitates the development of questions
61 and demonstration topics.

62 6. Informs the appropriate administrator of the committee's decision to send a candidate's
63 name forward so that HR can confirm the candidate meets MQs.

64 7. When HR confirms the MQs have been met, contacts the top candidate to inform
65 him/her of the committee's decision to offer him/her an assignment and sets up an
66 orientation meeting with the candidate.

67 8. Via emails, informs remaining interviewees of the decision.

68 9. Performs all other committee duties as outlined in the "Selection Committee Members'
69 Responsibilities" section below.

70

71

72 **The Selection Committee Members' Responsibilities:**

73 1. Work in partnership with the other participants throughout the process and at its
74 conclusion to reinforce the importance of confidentiality, fairness, understanding
75 individual biases, eliminating unlawful bias, equal employment opportunity, and respect

76 and sensitivity to all cultures, language groups, genders, and other protected classes under
77 the law. *(HR will provide more appropriate language here.)*

78 2. Sign confidentiality agreement for selection committee members and comply with its
79 guidelines.

80 3. Screen applications and participate in the process to select interviewees.

81 4. Attend all interviews, rate interviewees, and participate in dialog to select the top
82 candidate.

83 5. Act as agents of the District and obey all laws and regulations related to hiring
84 processes.

85 6. Observe and monitor the interview/selection process for compliance with district hiring
86 procedures and equal opportunity laws to provide a fair and impartial process.

87 7. Alert the chair and vice president of any concerns regarding confidentiality, bias, or
88 fairness.

89 **Prior to the Interview**

90 The committee is not required to review incomplete applications. The committee shall
91 review and rate complete applications using a rating form developed by the committee.

92 The size and complexity of the rating form shall depend on the number of applications
93 and the discretion of the committee. A minimum rating form that consists of rating
94 categories for sensitivity to diversity and the overall quality of the applicant is available
95 from HR. More complex rating forms could identify categories for work experience,
96 education, training, experience working with diverse groups, etc. The committee shall
97 meet as a group to discuss the candidates' qualifications. The discussion shall be strictly
98 confined to each candidate's qualifications and serves to ensure that no candidate is
99 overlooked by committee members who may have missed important qualifications of a
100 candidate during their individual review. The committee will invite the number of
101 candidates that ensures the most qualified group of applicants is interviewed. There is no
102 minimum or maximum number of candidates who must be invited to interview. When
103 deciding who to interview, the committee shall err on the side of inclusiveness.

104 **Interviews**

105 The committee chair shall invite selected applicants for an interview. The same questions
106 must be asked of each applicant, and each applicant must be rated on the same criteria.
107 HR, the supervising dean, or the committee chair may provide a list of example questions
108 that serve as a starting point for committees to develop their own questions to ask each
109 interviewee. Follow up questions that serve to clarify responses or probe further into
110 answers are encouraged. Each committee member shall individually rate candidate
111 responses to each of the interview questions.

112 Teaching positions may require a teaching demonstration during the interview process.
113 Committees for non-teaching positions may decide to require a demonstration showing
114 how the applicant would provide appropriate services such as a counseling session.
115 Instructions for the demonstration shall be given to the applicant at the time he/she is
116 invited to interview. The instructions should specify the topic to be taught or service to be
117 provided, the kinds of student who will be the intended audience, and the kinds of
118 technology that are available. If a demonstration is conducted, each committee member
119 shall rate the demonstration as part of the evaluation.

120 **Reference Checks**

121 The committee chair or designee or supervising dean is strongly encouraged to conduct
122 reference checks, including former employers. Reference checks shall be limited to
123 position-related criteria.

124 **Finalizing the Selection**

125 The committee considers all of the information it has collected and then selects a finalist.
126 The supervising dean and committee chair will fill out LACCD Form HR R-130N and
127 submit it to the local campus personnel office who will forward it to HR after final
128 approval by the vice president. Once form HR R-130N has been submitted along with
129 official transcripts to HR and the candidate is cleared, the candidate may visit the local
130 campus personnel office to fill out additional paperwork.

131 At the completion of the process, all of the committee's paperwork, including paper
132 screening forms and interview rating forms, are turned in to the supervising dean and
133 kept on file.

134 **Emergency Hire Procedures**

135 In the event that, as determined by the committee, there are no district applicants or there
136 is an inadequate pool, or no suitable candidate has been found within the pool, or if the
137 vacancy and subsequent need to hire a new adjunct faculty member is the result of an
138 emergency (i.e. loss of instructor, added course section, etc.), and the time to conduct
139 formal interviews/find a suitable candidate is prohibitive, a department chair can use
140 her/his best judgment to hire the best available candidate. The department chair will need
141 to consult with the supervising dean to ensure that the candidate meets the minimum
142 qualifications for the position prior to making a job offer. District HR will subsequently
143 verify the candidate does meet MQs.