

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

1.0 POLICY APPLICATION

This policy shall apply to the selection of tenure-track faculty within the North Orange County Community College District.

2.0 RATIONALE

- 2.1 The selection of faculty is one of the most important functions of an educational institution, to be pursued with clearly defined procedures that will ensure the selection of successful, capable, effective faculty members who contribute to the institution as a whole.
- 2.2 The hiring process must facilitate the selection of teachers who can teach and are experts in the subject matter of their curriculum, and counselors, librarians, and other student services faculty who can foster community college effectiveness and who are experts in their specialties.
- 2.3 The hiring process must facilitate the selection of faculty who are sympathetic and sensitive to racial and cultural diversity within the District and are well prepared by training and temperament to respond effectively to the educational needs of the special populations served.
- 2.4 The hiring process will reflect maximum faculty participation and input, with emphasis on the authority and responsibility of faculty members, as professionals and subject matter specialists, to ensure the quality of their peers. Recognizing that the responsibility for selecting well-qualified people is shared cooperatively, the faculty and administration will participate effectively and appropriately in all phases of the hiring process.

3.0 DEFINITIONS

- 3.1 "Campus-level administrator" means an academic administrator with institutional responsibility for instructional or student personnel services within a college or the Adult Continuing Education Division.
- 3.2 "Consensus" or "mutual agreement" means that the parties to a decision agree without objection. Where a committee, senate, or other body is a party, a decision in the affirmative pursuant to the established decision-making process of the body shall constitute agreement (e.g., the senates, by majority vote, may reach mutual agreement with the Board, acting by majority vote).

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

- 3.3 "Consultation" means that the person(s) or body to be consulted shall have an appropriate opportunity to discuss a matter and influence it, but may not stop a decision or process.

- 3.4 "Division Dean" means any of the following:
 - 3.4.1 The dean of an academic division within a college.
 - 3.4.2 The Dean of Counseling within a college.
 - 3.4.3 The Dean of Library Services within a college.
 - 3.4.3 An academic administrator with direct responsibility for administering EOPS or DSPS services within a college.
 - 3.4.5 An academic administrator with direct responsibility for administering an academic program or service within the Adult Continuing Education Division.

- 3.5 "President" means the president of a college or the Provost of the Adult Continuing Education Division.

- 3.6 "Review" means that the reviewing person or body may stop a decision or process and require mutual agreement with respect to the area(s) over which the reviewer has authority.

- 4.0 ALLOCATION OF POSITIONS
 - 4.1 The need for tenure-track faculty hiring within the District for any academic year, and the number of positions to be allocated to each campus, shall be determined by the Vice Chancellor of Human Resources, in consultation with the Presidents.

 - 4.2 Relying primarily upon the expertise of department faculty in determining future academic and professional trends within their own areas, the division deans will meet with the department coordinators and faculty of their respective divisions to develop divisional and departmental staffing recommendations, in consideration of the following:
 - 4.2.1 Present and projected departmental trends with respect to student enrollment and demographics, job market, area subject matter, environmental and other relevant factors.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

- 4.2.2 Present general and special skills, knowledge, and other pertinent characteristics of existing departmental staff and the projected needs for new professional skills, knowledge, training and other professional requirements.
- 4.2.3 Current and projected departmental full-time/part-time faculty and student/faculty ratios.
- 4.3 The President/designee shall meet with the Division Deans to develop recommendations for allocation of campus positions.
- 4.4 After consultation with the appropriate campus planning body, the President will make a final determination of staffing allocations, based upon the recommendations of the Division Deans and the planning body.
- 4.5 Unfilled staffing allocations for any academic year shall be given consideration in subsequent staffing allocations.
- 4.6 Deletion of any unfilled, approved position shall be determined by the President, after consultation with the Division Dean and faculty of the affected department and so communicated.
- 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.
 - 5.1.1.2 The Division Dean.
 - 5.1.1.3 A trained Affirmative Action Representative selected by mutual agreement of the Affirmative Action Officer and the hiring committee. The Division Dean or one of the faculty members selected pursuant to section 5.1.1.1 may serve as the Affirmative Action Representative.
 - 5.1.1.4 Such other persons as the hiring committee may deem appropriate, provided

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

that faculty members shall constitute the majority of the committee membership.

- 5.1.2 In circumstances necessitating exceptions to the specified committee composition (e.g., hiring in a new area where there are no faculty), the composition of the hiring committee shall be determined by mutual agreement of the Academic Senate and the President.
- 5.1.3 The Affirmative Action Officer shall review the composition of the hiring committee, and may require the hiring committee to select additional faculty member(s) from designated group(s) to provide representation from underrepresented groups. Such review and any requirement to add a member to the committee shall take into account the availability of appropriate representatives.
- 5.1.4 No additions to the committee membership shall be made subsequent to the initial meeting of the hiring committee. If, through attrition, the committee composition does not include the Division Dean and at least two (2) faculty members, the hiring committee shall be reconstituted in compliance with the provisions of sections 5.1 and 5.2.
- 5.2 Committee Operating Procedures
 - 5.2.1 Committee members shall maintain strict confidentiality throughout the entire hiring process.
 - 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.).
 - 5.2.3 The hiring committee shall develop the following for use in evaluating candidates against the advertised job announcement:
 - 5.2.3.1 Paper screening rating criteria and rating sheet.
 - 5.2.3.2 Interview questions and interview rating sheet.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

5.2.3.3 Protocol for teaching demonstration, writing sample, and/or other performance indicators appropriate for the position.

5.2.3.4 Parameters for conducting interviews and administration of performance tests/teaching demonstrations.

5.2.4 The items specified in section 5.2.3 shall be approved by the Affirmative Action Officer/designee prior to consideration of applicant materials by the hiring committee.

5.2.5 All members of the hiring committee shall be trained in the policies and procedures governing hiring and affirmative action.

5.3 Responsibilities of Committee Members

5.3.1 Responsibilities of All Committee Members

5.3.1.1 All committee members are required to participate in all aspects of the process, including, but not limited to, the following:

5.3.1.1.1 Training in the policies and procedures governing hiring and affirmative action.

5.3.1.1.2 Development of the job specification.

5.3.1.1.3 Development of rating criteria.

5.3.1.1.4 Development of interview questions.

5.3.1.1.5 Development of protocol for performance tests.

5.3.1.1.6 Evaluation and rating of candidates.

5.3.1.1.7 Interviewing of candidates.

5.3.1.1.8 Final selection of candidates.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

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

5.3.2 Responsibilities of Committee Chair

5.3.2.1 The committee chair, if not the Division Dean, shall report to the Division Dean, and shall be responsible for the following:

- 5.3.2.1.1 Compliance with District policies and procedures in conjunction with the hiring process.
- 5.3.2.1.2 Convening and conducting committee meetings.
- 5.3.2.1.3 Establishing timelines for screening and interviewing, and coordination of candidate interviews.
- 5.3.2.1.4 Communication with applicants, as required.
- 5.3.2.1.5 Maintenance of committee records.
- 5.3.2.1.6 Other duties determined by agreement with the committee.

5.3.2.2 The division shall provide clerical assistance to the chair.

5.3.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the President and a majority of the members of the hiring committee. The reason(s) for removal shall be communicated in writing by the President to the chair.

5.3.3 Responsibilities of Affirmative Action Representative

5.3.3.1 The Affirmative Action Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status.

5.3.3.2 The Affirmative Action Representative shall serve as committee liaison to the Affirmative Action Officer, with responsibility for reporting noncompliance. Any allegation of noncompliance shall be made in writing,

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

stating the specific nature of the noncompliance. A copy of the written statement shall be provided to each member of the hiring committee.

6.0 DEVELOPMENT AND DISTRIBUTION OF JOB SPECIFICATION

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:

6.1.1.1 The position (e.g., Fullerton College, Biology Instructor, 100% Tenure-Track Position)

6.1.1.2 Major duties of the position (e.g., Teach courses in Automotive Technology, including, but not limited to, ...).

Major duties shall also include the following statements:

"Participate in course and curriculum development, professional development activities, and serve on division/college/district committees as required to maintain and improve the instructional program."

"Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students."

"Evening and/or Saturday assignments may be required as part of the regular contract."

6.1.1.3 The minimum qualifications for the position, which shall include the minimum qualifications for service within the discipline as required by law, and such other qualifications as may be required by accrediting or regulatory agencies (e.g., professional licenses, industry qualifications, particular knowledge and skills, etc.).

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*

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

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.
- 6.1.4 The District Office of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements, District policy and the provisions of the collective bargaining agreement, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.
- 6.1.5 The job announcement shall be reviewed by the hiring committee chair in the proof stages prior to publication.
- 6.2 Distribution of Job Announcement
 - 6.2.1 The District Office of Human Resources, in consultation with the hiring committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least six weeks prior to the closing date.
 - 6.2.2 The District Office of Human Resources will distribute position announcements, as practicable and appropriate, to the following:
 - 6.2.2.1 The faculty and administrators of the District.
 - 6.2.2.2 The Faculty and Staff Diversity Registry.
 - 6.2.2.3 California Community Colleges, California State University campuses, University of California campuses.
 - 6.2.2.4 Other accredited colleges and universities, specified by the hiring committee

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

and/or the Affirmative Action Officer.

6.2.2.5 Local High School Districts and Regional Occupational Centers/Programs (vocational positions).

6.2.2.6 Professional/trade associations, social, ethnic, fraternal and other organizations specified by the hiring committee and/or the Affirmative Action Officer.

6.3 Advertising

6.3.1 Subject to publishing timelines and budgetary constraints, the Office of Human Resources will advertise positions in professional journals and other appropriate publications as directed by the hiring committee and/or the Affirmative Action Officer. The hiring committee may prepare and submit suggested advertising copy to the District Office of Human Resources. Any changes will be reviewed by the hiring committee in the proof stages prior to publication.

6.3.2 The District Office of Human Resources shall maintain a record of the distribution of the job announcement and the publications in which the job has been advertised.

7.0 APPLICATION REQUIREMENTS

7.1 Applications shall be submitted to the District Office of Human Resources.

7.2 A complete application package must include the following:

7.2.1 Completed District Application, signed by the applicant.

7.2.2 Letter of Interest describing educational philosophy or other appropriate subject, as determined by the hiring committee, that demonstrates written communication skills.

7.2.3 Resume of education and professional experience.

7.2.4 Academic Transcripts of undergraduate and graduate coursework (unofficial transcripts may be submitted with application; candidates selected for employment will be required to provide official transcripts and verification of experience prior to the first day of probationary service).

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

7.2.5 Documentation of required Licenses/Certificates (unofficial documentation may be submitted with application; candidates selected for employment will be required to provide official documentation prior to the first day of probationary service).

7.2.6 Additional requirements as may be established by the hiring committee, including, but not limited to, the following:

7.2.6.1 Current letters of recommendation.

7.2.6.2 A list and description of completed coursework and other study, research, etc., specifically relevant to the position.

7.2.6.3 A portfolio of work.

7.3 Except for letters of reference, required application materials must be submitted with the District application , as a complete package. Applicants shall bear the sole responsibility for ensuring that application packages are complete when submitted. FAX applications, applications/materials received after the closing date, and loose materials submitted independently of the application package (with the exception of letters of reference), will not be accepted.

7.4 Applicants who apply for more than one position must submit a separate and complete application package for each position.

7.5 As soon as is practicable after the closing date, the District Office of Human Resources will compile and submit appropriate listings of applications received to the hiring committee and the Affirmative Action Officer.

8.0 **AFFIRMATIVE ACTION REVIEW OF APPLICANT POOL**

8.1 After receipt of the listing of candidates from the District Office of Human Resources, the Affirmative Action Officer/designee and the hiring committee shall review the applicant pool for adequacy with respect to underrepresented groups.

8.2 Adequacy of the pool with respect to underrepresented groups shall be based upon the following considerations:

8.2.1 The extent to which persons from underrepresented groups are currently represented

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

within the department, division, college, and the District as a whole.

- 8.2.2 The potential availability of underrepresented applicants possessing the necessary qualifications, as determined by a statistical analysis based on published data, prepared or obtained by the Affirmative Action Officer/designee and provided in writing to the hiring committee. Where adequate published data are not available, the determination of potential availability shall be based on the professional knowledge of the members of the hiring committee, with advice from other experts within the field, as appropriate.
- 8.3 If the pool is deemed adequate with respect to underrepresented groups, the hiring committee shall proceed with the screening and selection process.
- 8.4 If the pool is not deemed adequate with respect to underrepresented groups, the position may be readvertised, provided that:
- 8.4.1 delay of the hiring process will not cause serious detriment to the program.
 - 8.4.2 delay of the hiring process will not cause a deficiency in the District's full-time faculty obligation.
 - 8.4.3 readvertising is likely to produce a greater number of qualified applicants from underrepresented groups.
 - 8.4.4 the delay in hiring shall not exceed one semester, except by mutual agreement of the hiring committee and the President.
- 8.5 If delay of the hiring process is not acceptable for either of the reasons cited in 8.4.1 or 8.4.2, or if readvertising is not likely to produce a greater number of qualified applicants from underrepresented groups, the hiring committee shall proceed with the screening and selection process.
- 8.6 In the absence of agreement by the hiring committee and the Affirmative Action Officer/designee with respect to any decision required under this section, the President/designee shall make the determination.
- 8.7 A decision to delay the hiring process shall be subject to review and revision by the Vice Chancellor of Human Resources.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

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.
- 9.1.1 Such examination shall carefully determine if the applicant meets or is reasonably expected to meet the minimum qualifications not later than 45 days before the first day of employment (e.g., required degree and certificate(s) have been awarded; required years of professional/occupational experience are in evidence).
- 9.1.2 If an applicant does not possess the required minimum qualifications nor is reasonably expected to meet the minimum qualifications as provided in 9.1.1, but reasonably appears to possess equivalent qualifications in compliance with the equivalency criteria of the District, the applicant shall remain in the pool.
- 9.1.3 Incomplete applications will not be considered.
- 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.
- 9.2.1 If the pool is deemed adequate by consensus of the committee, the committee shall proceed with the selection of candidates for interview.
- 9.2.2 If the pool is not deemed adequate by consensus of the committee, the committee shall discuss the matter with the President/designee. In the event the committee and the President/designee cannot reach consensus on the next action to be taken, the position shall be readvertised, provided the delay in hiring shall not exceed one semester, except by mutual agreement of the hiring committee and the President.
- 9.2.3 A decision to delay the hiring process shall be subject to review and revision by the Vice Chancellor of Human Resources.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

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. The committee chair and other representative(s) of the hiring committee as the committee prefers shall meet with the Vice Chancellor of Human Resources or designee, to ensure that all candidates possess the minimum qualifications or are reasonably expected to possess the minimum qualifications not later than 45 days before the first day of employment. If the eligibility of a candidate is considered to be in doubt by either the Vice Chancellor/designee or the hiring committee chair/representative(s), the candidate's application shall be referred to the District Equivalency Committee prior to final determination of the candidates to be interviewed.
- 10.2 Subsequent to the review of applications by the District Equivalency Committee, if required, the hiring committee shall make a final determination of the candidates to be interviewed.
- 10.3 The committee chair shall:
- 10.3.1 Establish an interview schedule and notify the candidates to be interviewed.
- 10.3.2 Mail to each interview candidate a confirmation letter detailing the interview appointment and place, a campus map and parking permit, and other appropriate materials.
- 10.4 The District Office of Human Resources will notify the candidates not selected for interview.

11.0 INTERVIEW AND PERFORMANCE TESTS

- 11.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.
- 11.2 During and/or at the conclusion of each interview and performance test, each committee member shall independently complete the appropriate rating sheet and assign the candidate an overall rating.
- 11.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until:

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

11.3.1 All interviews and performance tests have been completed.

11.3.2 Independent evaluations have been completed by each committee member.

11.3.3 Each committee member has independently determined the candidates he/she would recommend for final consideration.

11.4 In the event a candidate is from a distant location, whenever possible, a final interview with the President/designee should be arranged on the same day, in consideration of the candidate's time and travel expenses. Interviews conducted under these circumstances shall not be considered to imply that the candidate will be recommended by the hiring committee.

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.

12.2 The Division Dean shall conduct a reference check of each of the candidates which shall include investigation of professional experience and personal qualities relevant to performance in the position.

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,

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

provided the delay in hiring shall not exceed one semester, except by mutual agreement of the hiring committee and the President.

- 12.5 The President/designee shall review the hiring committee's recommendation and the qualifications and reference checks on the final candidates.
- 12.6 Each of the final candidates shall be interviewed jointly by the President/designee and at least one other campus-level administrator selected by the President.
 - 12.6.1 The President/designee shall develop the following for use in evaluating the candidates against the advertised job announcement:
 - 12.6.1.1 Interview questions and interview rating sheet.
 - 12.6.1.2 Parameters for conducting interviews.
 - 12.6.2 The items specified in section 12.6.1 shall be approved by the Affirmative Action Officer/designee prior to interview of the candidates by the President and designated campus-level administrator.
 - 12.6.3 The circumstances of each interview shall be as similar as is practicable, with the same persons present for all of the interviews.
 - 12.6.4 Each interviewer shall independently complete a rating sheet and assign an overall rating to each candidate prior to any discussion of ratings, rankings or recommendations of the candidates.
- 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.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

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.

12.8.2.1 If the position is reopened as provided by section 12.8.2, the President shall serve as a member of the hiring committee and take part in all committee activities.

12.8.2.2 If the hiring committee and the President cannot reach agreement on the candidate to be hired for the reopened position, the President shall make the selection. Rationale for the decision shall be provided in writing by the President to the hiring committee and the president of the Academic Senate.

12.8.2.3 Notwithstanding the provisions of section 12.8.2.2, if the President fails to participate in hiring committee activities as specified in section 12.8.2.1, the President shall accept the recommendation of the hiring committee regarding the candidate to be hired.

12.9 Final hiring decisions, whenever possible, shall be made during the regular academic year and promptly communicated to the faculty.

12.10 After selection, the President/designee shall notify the successful candidate and confirm the candidate's acceptance. Subsequent to confirmation of acceptance, the Division Dean shall notify the unsuccessful interview candidates.

12.11 In the event the successful candidate does not accept the offer of employment, the President/designee shall meet with representatives of the hiring committee to reach a consensus agreement on the next action to be taken. If agreement 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. A decision to delay the hiring process shall be subject to review and revision by the Vice Chancellor of Human Resources.

13.0 REVIEW AND REVISION

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3004	DATE ADOPTED: 2/11/92
Tenure-Track Faculty Hiring Policy	REVISED: 5/14/96, 1/25/00

This policy is subject to review and revision at the request of any senate or designated representative of the Board of Trustees. Policy revisions will be developed jointly by the senates and representatives of the Board of Trustees. Until there is joint agreement between the Board and the senates regarding proposed revisions, the existing policy shall remain in effect.