



ARTICLE 3200 ACADEMIC PERSONNEL

AR 3211 Recruitment and Selection-Permanent Faculty

AR 3211.1 Procedure for Hiring Full-Time Contract Faculty

1. Position Identification

- A. Each department shall conduct a new contract faculty needs assessment and shall submit a prioritized list of requested new faculty positions along with its assessment and justification for these requests to the Academic Senate Joint Committee on New Contract Faculty Position Ranking.
- B. The Academic Senate's Joint Committee on New Contract Faculty Position Ranking, chaired by the Academic Senate President, or designee, shall review department requests, assessments, and justifications in light of budgetary, enrollment, and program review information provided by the Vice Presidents of Academic Affairs and Student Affairs, who are both non-voting members of the committee.
- C. The Academic Senate's Joint Committee on New Contract Faculty Position Ranking shall consist of 12 voting faculty members named by the Academic Senate President and six voting administrators named by the Superintendent/President. The Committee's Vice Chair will be named by the Superintendent/President.
- D. The Academic Senate's Joint Committee on New Contract Faculty Position Ranking shall prepare a prioritized list of recommended new contract faculty positions to be submitted to the Superintendent/President. Department Chairs and Faculty Leaders shall also receive the Committee's list of recommended new contract faculty positions.
- E. The Superintendent/President shall review the Committee's recommendations and prepare a preliminary recommendation for the Board of Trustees. The preliminary recommendation shall be distributed to members of the Academic Senate's Joint Committee on New Contract Faculty Position Ranking and all Department Chairs and Faculty Leaders. The Superintendent/President shall review the recommendations with the Academic Senate President and submit a list of new faculty positions to the Board of Trustees for its final determination. The Superintendent/President shall also send the recommendations to the District Planning and Advisory Council (DPAC) and Department Chairs and Faculty Leaders as an information item.

2. Search Procedures

- A. The Department Chair and/or Faculty Leader or designee, appropriate area Vice President or designee, and representative(s) from the Office of Human Resources shall mutually develop clear and complete job descriptions, including all job-related skill requirements and any additional qualifications recommended by the faculty for each position.
- B. The Office of Human Resources shall ensure conformity with the District's equal employment opportunity and non-discrimination commitments before each position is advertised.