

Fullerton College Faculty Senate
16-Nov 17
President's Report, Josh A.

1-In the spring semester, we will be holding elections for Senate executive positions, 2018-19: treasurer, secretary, and president-elect. We will also hold a special election for the final semester of my term as president, because I will be on study abroad in Spring 2019. My recommendation is that my one-semester replacement be elected to serve as an at-large member of the Senate Executive Committee for Fall 2018. That way, he or she would not be stepping into the president role cold, but would be going to all the meetings leading up to the Spring 2019 semester.

2-As I said over email, the District has approved full-time faculty searches for two FC positions. As per the final allocation list, those positions are Physics and Accounting. In a few months, there may be several faculty retirements. Departments and divisions should be prepared to hire part-timers in the fall, and also plan to fill out request forms for full-time hires, also in the fall. We will be discussing the adjunct hiring procedure on today's agenda.

Pres. Schulz wanted me to reassure the Senate about the process he will use should any vacancies occur among deans or VPs.

"Once a vice president or dean position becomes vacant and it is determined that we are going to fill the position on an interim basis, the president works with the appropriate vice president and human resources to arrange for an internal job advertisement/brochure (open to all qualified applicants within the district). Next, the president forms the committee. The committee would include a vice president (typically the vice president of instruction or vice president of student services) and a faculty member. For the faculty member appointment to the committee, the president contacts the Faculty Senate president and requests a representative. Once the internal job advertisement is closed, the committee reviews the applications that have been forwarded from human resources and develops a list of candidates to be interviewed. Next the president develops a list of interview questions, with input from the committee. Once the committee interviews the candidates they discuss a recommendation. The president then shares the committee's recommendation with the chancellor, and then the position can be offered to the candidate. The recommendation is then forwarded for Board of Trustees approval.

"(Note: In the event that any of these steps cannot be followed for an interim vice president or interim dean position, the president is in communication with the appropriate vice president and Faculty Senate president to discuss the process to be followed. This would be done only in extremely unique and rare circumstances.)

“For other management positions to be filled on an interim basis (not vice presidents or deans), the president works with the immediate management supervisor of the position to be filled to establish a hiring committee.”

3-At last weekend’s Academic Senate for California Community Colleges (ASCCC) Fall Plenary, there were many resolutions passed. You can read all of them here:

<https://asccc.org/resources/resolutions>

Many of them of interest to us here at FC had to do with Guided Pathways and AB 705 (colleges must “maximize the probability” that students complete college-level English and Math in their first year). The main gist of most of them was to assert more faculty participation in making these decisions, which is, of course why ASCCC exists and why each college has a faculty senate.

Full text of AB 705:

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB705

4-Speaking of Guided Pathways (GP), the Student Success Committee is currently working on a draft initial report to the State Chancellor’s Office. This report is NOT FC’s plan for how to do GP. It is an initial, self-inventory report. In other words, what sorts of GP-type-things are already happening on your campus? (For example, FC already does outreach to K-12, CSUs, UCs, and private industries. FC already has SLOs at the course, program, and institution level.) Pres. Schulz sent out the draft report as an email attachment on Tuesday of this week, along with a link to a webpage where you can make comments on the draft.

I also sent all senators a copy of the draft via email.

Here is the link to the comments webpage:

https://nocccd.az1.qualtrics.com/jfe/form/SV_ePCXCGp5mCmwqgx

Because it requires my signature, it will be on the agenda of the next Senate meeting (the last of the semester), on 7-Dec (a day that will live in infamy), so please be ready to discuss it then.

5-Here are two words you were hoping you would not have to hear for the next few years: accreditation update! On Monday, Pres. Schulz received a draft of the visiting team’s report on their recent visit to FC in October. We had two days to respond to that report. We were not allowed challenge the team’s conclusions, only to point out errors of fact (of which I found two). The final visiting team report goes to the Commission, which meets in January to decide our fate, which they will then tell us about in a formal

letter. The Accreditation Steering Committee will be meeting soon to make plans for writing the three-year midterm report.

6-The District's Network Refresh/Technology Replacement Plan is in the design phase. In other words, they are making critical decisions right now about how to build the technology infrastructure for the next 20 years. Our FC reps on the District Technology Coordinating Committee are Gary Graves (Bus/CIS), Richard Smead (Bus/CIS) and Stewart Kimura (Couns). If you have input on this, please contact them. On a related note, District IT provided a handy-dandy flow chart for understanding how the IT Project Approval Process works. (See today's handout.)

8-At this week's exciting Council on Budget and Facilities meeting,

9-It looks like starting next fall we will be able to meet upstairs in the 200 Building. There are plans to clear out this room and keep it available for committees and groups that need meeting space.

Save-the-date notices

10-The African American Education Network and Development Organization (A2MEND) and ASCCC are holding the 11th Annual African American Male Summit, March 1-2, 2018 at the Westin LAX. Deadline for presentation proposals: 15-Dec.

11-There are two faculty seats on the California Community Colleges Board of Governors. One seat is open for any faculty member who wants to nominate him or herself by noon on 15-Dec. Find out more here: <http://www.asccc.org/board-governors-nominations>.

Fall 2018 Hiring: Faculty Prioritization - President's List Presented to PAC

Date: October 25, 2017

	DIVISION	DEPT	POSITION
1	NATURAL SCIENCE	PHYS	Physics 1
2	BUS & CIS	ACCT	Accounting 1
3	COUNSELING	COUN	Counseling
4	SOCIAL SCIENCE	ECON	Economics
5	TECH & ENG	CRTV	Media Studies
6	FINE ARTS	THEA	Theatre
7	NATURAL SCIENCE	PHYS	Physics 2
8	TECH & ENG	FASH	Fashion
9	BUS & CIS	ACCT	Accounting 2
10	SOCIAL SCIENCE	ETHS	Ethnic Studies
11	FINE ARTS	MUS	Music Theory
12	SOCIAL SCIENCE	CDES	Child Development & Educational Studies
13	HUMANITIES	ENGL	English 1
14	HUMANITIES	COMM	Communication Studies
15	BUS & CIS	MGMT	Management
16	TECH & ENG	ARCH	Architectural Drafting
17	SOCIAL SCIENCE	PHIL	Philosophy
18	HUMANITIES	ENGL	English 2
19	FINE ARTS	ART	Graphic Design
20	FINE ARTS	MUS	Percussion
21	BUS & CIS	RE	Real Estate
22	TECH & ENG	CRTV	Radio
23	FINE ARTS	MUS	Commercial Music

AP 7120-5 Interim Appointment to Vacant Management Position

Reference:

California Code of Regulations, Title 5, Section 53021

- 1.0 A vacancy in a regular management position within the District may be filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided, however, that no interim appointment or series of interim appointments shall exceed two years in duration.
- 2.0 A person appointed to an interim academic management position shall possess the minimum qualifications prescribed for the position by the Board of Governors of the California Community Colleges. A person appointed to an interim classified management position shall possess the required qualifications prescribed for the position by the Board of Trustees.
- 3.0 A person serving in an interim management position during recruitment for the position may apply for the regular position.
- 4.0 In consultation with the appropriate body, the process for the appointment of an interim manager shall be determined by the campus Chief Executive Officer, Chancellor, or Vice Chancellor.
- 5.0 The process for the interim appointment of an executive officer shall be determined by the Chancellor.

Date of Adoption: May 27, 2003

Date of Last Revision: August 24, 2015 District Consultation Council
February 12, 2008

FULLERTON COLLEGE FACULTY SENATE
Winter Session Task Force (WSTF) Description
2-Nov 17

Purpose

For several years, the Faculty Senate has advocated for a winter session. Recently, the District has expressed a willingness to add winter session to the academic calendar. Deciding on the final size and shape of winter session will involve discussions and negotiations among the faculty, the collective bargaining units, and the District. The purpose of the WSTF is to investigate the various options for offering winter session and to make a recommendation to the Faculty Senate.

Questions for WSTF to research and report on

1. How many weeks and days of instruction should winter session be?
2. When should winter session start?
3. When should winter session end?
4. When should spring semester begin?
5. How will the Counseling Division handle the increased volume of students that will come with adding a new term to the academic year?
6. How will classified professionals and division deans handle the increased volume of work that will come with adding a new term to the academic year?
7. How will adding a winter session affect student athletes and their eligibility?
8. What are the most common winter sessions and spring semester start and end dates among local CCs, CSUs, UCs, and private colleges?
9. Are there any FC courses that simply won't be possible to teach in an abbreviated winter session?
10. Whither spring break?
11. Should we even have a spring break any more? (Will we need that week for winter session?)
12. If spring break stays, does it have to be tied to Easter's erratic lunar calendar or should it occur at some fixed point in the spring semester every year?
13. When should the spring semester end? Always before Memorial Day Weekend?

Composition

_____ faculty members, elected by the Faculty Senate

Resource members

A & R rep

Student Services rep

Deadline

The WSTF should report its recommendations at the 1-Feb 2018 Faculty Senate meeting.



Fullerton College

Participant Selection Process - Building User Groups

Background

Building User Groups (BUGs) are established to obtain input from intended users of new buildings and buildings undergoing renovation. Such input is essential to help ensure facilities meet the needs and specifications of intended users.

The purpose of this document is to formalize an agreed process for the selection of BUG participants.

BUG Participant Selection Process

Depending on the building project, there can be a wide range of intended users. Certain buildings can have a narrow scope of users, while other buildings can have a broad range of users. For example, the maintenance and operations building will have a narrow scope of users relative to an instructional building serving multiple disciplines.

As BUGs are established to obtain input from intended users of new buildings and buildings undergoing renovation, BUG participants need to represent constituency groups (faculty, students, and staff) of departments and programs that utilize the respective buildings.

BUGs will be established for each project by the VPAS, deans, and department chairs with activities/operations in each respective project. When a BUG is being formed for a specific building or project, it will be publically announced and the Deans and Faculty Senate will be notified. BUGs are to include representation from constituency groups (faculty, students, and staff) in a manner that allows sufficient input opportunities by users. The size of each BUG will depend on the nature and complexity of the project.

Note: This document is to be included in the Integrated Planning Manual.



Fullerton College

Procedure – Building Design Approval Process

Background

Input from the ultimate users of new building projects and the renovation of existing buildings is essential to ensure buildings meet the needs and specifications of users. In addition, input from user groups needs to be fully vetted and finalized by user groups prior to being submitted to architects to avoid unnecessary design changes and increased architectural and construction costs.

Procedure – Building Design Approval Process

To help control costs and ensure that design specifications approved by user groups are not changed without input, review, and approval, the below approval procedure has been established relative to building design specification developed by user groups.

- **User group develops and approves building design specifications** - Building design specifications and requirements need to be fully vetted and approved by user groups prior to being submitted to architects. To avoid project delays and increased architectural and construction costs, changes are not permitted by the user group after they are approved by the user group and submitted to the architect.
- **Architect incorporates specifications approved by user group in project design** - Design specifications approved by users groups are incorporated into architectural designs. Architect signifies that specification have been included in plans. If specifications are excluded by the architect, the architect notifies the user group.
- **User groups review and approve final architectural designs** to ensure that specifications and requirements are successfully included in architectural plans. Assigned user group representatives sign off on plans to signify approval.

The amount of time provided for review is to be agreed upon by the user group, administration, and the architectural firm. The assigned user group approver(s) is to be determined by the user group.

- **Subsequent changes require user group approval** - Any changes to the plans approved by the user group require the user group's review and approval.
- **This procedure is to be included in the Integrated Planning Manual.**

FLEX DAYS FACT SHEET

Negotiated:

- 1) 2 Flex Days ("Day" = 5 hours) on 8/24/17 and 1/25/18 are mandatory for all faculty per contract ratified as a package in May 2016...

ARTICLE 1 – AGREEMENT

Article 1: AGREEMENT, shall remain unchanged except for the following amendment(s):

1.3.2 Academic Calendar

The academic calendars for credit instruction and noncredit instruction, as negotiated by the parties, are subject to approval by the State Chancellor's Office. Unit Members must attend the mandatory non-student duty days as scheduled on the negotiated calendars.

Effective Fall 2017, two additional non-student mandatory Flex Days will be added to the academic calendar for credit and non-credit.

These two days will consist of professional development activities "in-lieu-of" regular instruction. Flex activities may include, but are not limited to, compliance/training programs and workshops in activities such as course and program development and revision, professional development activities, development of new instructional materials, and other instruction-related activities.

Package also included:

- 2) 3% + \$1250 one-time fringe benefit allowance for 2016-2017
- 3) 3% + \$1250* fringe benefit allowance for 2017-2018
*\$1250 to become permanent if COLA FOR 2017-2018 is 1%
- 4) Plus any COLA over 1% for 2017-2018 will be added to either salary or fringe
- 5) 2017-2018 Calendar, with mandatory Flex Day dates on Thursdays before convocation (for the 2017-2018 calendar year, future calendars have not been negotiated yet).

B. PARTICIPANTS

Flexible calendar program participants are primarily faculty. However, other college personnel should be involved in flexible calendar development activities. The decision of who participates in the flexible calendar program is determined by the district/college shared governance process (title 5, section 55724 (5)).

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Ideally, flexible calendar programs should allow for freedom of choice by individual staff members. Activity days requiring attendance should only be done by agreement of all parties through a local shared governance process.

...

Flexible scheduling enables faculty and staff to participate in workshops when the opportunity arises rather than on arbitrarily scheduled days. Flexible scheduling would facilitate faculty/staff participation in development activities during the summer or throughout the academic year. These activities could include research projects spanning an academic year, summer workshops, articulation programs with feeder schools, provision of special orientation sessions for students, or other professional and instructional improvement activities.

...

A. ACTIVITY FORMATS

The time allowed for faculty to obtain flexible calendar credit is limited to those activities designed to improve a college's staff, student, and instructional program (title 5, section 55724 (a) (4)). Professional development activities intended for instructional

improvement can be delivered in many formats including:

- a. in-servicetraining
- b. workshops
- c. conferences
- d. seminars
- e. individual or small group planned projects
- f. institutionally planned activities

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Faculty should not be subject to attendance mandatory activities or days unless agreed to by a shared governance process. Such days may be useful for governance and housekeeping purposes, but they are of little value to the development needs of individual faculty. Therefore, they must be used sparingly or they become counterproductive.

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Title 5 (section 55726) mandates the development of an agreement between the local district and any employee designated to participate in staff, student, and instructional improvement activities; in lieu of classroom instruction; or other normal faculty activities. The format and provisions for this agreement should be developed collegially and locally. While these local agreements will vary from college to college, there are two provisions which should universally prevail.

(1) Faculty should decide which activities are appropriate to replace time. (2) Plans proposed by faculty should be reviewed and monitored by faculty.

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For each employee specified by the district to participate in staff, student and instructional improvement activities during the designated days the district shall also maintain records on the type and number of activities assigned, and the number of such employees participating in these activities.

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FLEXIBLE CALENDAR PROGRAM ACTIVITIES LIST - FISCAL YEAR

Course instruction and evaluationStaff development,

in-service training and instructional improvement

Program and course curriculum or learning resource development and evaluation

Student personnel services

Learning resource services

Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty and staff diversity

Departmental or division meetings, conferences and workshops, and institutional research

Other duties as assigned by the district

The necessary supporting activities for the above

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

POLICY #3010

DATE ADOPTED: 3/22/94

Adjunct Faculty Hiring Policy

1.0 Rationale and Intent

It is the policy of the North Orange County Community College District that:

- 1.1 The qualifications of individuals selected as adjunct faculty be the same as a contract/regular academic employee for that position.
- 1.2 The responsibility for selecting adjunct faculty be shared cooperatively by both faculty and administrators, participating effectively in all appropriate phases of the hiring process.
- 1.3 An effective recruitment program be maintained to reach the most diverse spectrum of qualified candidates.

2.0 Policy Application

This policy applies to all part-time academic employees. A part-time academic employee is defined as one who is hired for 60 percent or less of the full time load and is paid on a part-time salary schedule. The term adjunct faculty shall be synonymous with part-time academic employee.

3.0 Coordination of Policies

The procedures and time-lines developed for the hiring of adjunct faculty shall be coordinated to the greatest extent possible with other District policies to avoid duplication of effort and to reduce cost.

4.0 Terminology

- 4.1 The language used for titles and positions in this document are those of the colleges. When the title "President" appears, it is to be understood to also mean "Provost." When the title "Vice President" appears, it is to be understood to also mean "Adult Continuing Education Dean of Instruction," or "Adult Continuing Education Coordinator" as appropriate.
- 4.2 The "area administrator" or "division dean" shall be equivalent to the administrator directly supervising faculty in Adult Continuing Education. When the words "campus," "division," "department," appear, they shall be understood to also refer to the appropriate equivalent administrative categories for Adult Continuing Education; i.e., "site" and "program area," etc. When the site or area, etc. involved is not obviously clear, the Adult Continuing Education academic administration and Academic Senate shall jointly develop definitions of the appropriate categories.

North Orange County Community College District

BOARD POLICY

SECTION 3000

ACADEMIC PERSONNEL

POLICY #3010

Adjunct Faculty Hiring Policy

DATE ADOPTED: 3/22/94

- 4.3 The term "academic administration" shall mean the various campus and Adult Continuing Education administrators concerned with academic matters including Counseling, Student Services, and Library.

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

The hiring process consists of:

- a) Identifying staffing needs.
- b) Establishing a committee of faculty and administrators with the responsibilities for hiring the adjunct faculty.
- c) Developing a job description detailing the necessary qualifications for a position.
- d) Recruiting program to attract qualified candidates.
- e) Developing a hiring pool which includes candidates from historically underrepresented groups.
- f) Interviewing and selecting adjunct faculty.

Identifying Staffing Needs

In conjunction with the Academic Hiring Policy, each Division Dean, in consultation with the department coordinators or representative faculty, shall provide a recommendation regarding adjunct faculty staffing needs to the appropriate Vice President for approval. The approved staffing needs then become the basis for hiring.

The Hiring Committee

An Adjunct Faculty Hiring Committee shall be formed for each academic discipline within a division. The Adjunct Faculty Hiring Committee shall consist of:

- a) The Division Dean, who shall serve as chair.
- b) The department coordinator of the academic discipline, or in the absence of a department coordinator, a full-time faculty member of the division, who teaches in that discipline. If there is no department coordinator or no faculty member who teaches in the specific discipline available, a full-time division faculty member knowledgeable of the discipline may be substituted. If there are no full-time faculty members available, then the Division Dean, the Vice President of Instruction, and the President of the Academic Senate shall jointly decide the composition of the hiring committee.
- c) A maximum of one additional interested full-time faculty, who teaches in that

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Adjunct Faculty Hiring

discipline and desires to be on the committee.

The appropriate Affirmative Action Officer and President/designee, shall review the composition of the committee, and may require additional faculty members to assure representation of underrepresented groups on the committee. Such review shall take into consideration the availability of appropriate representatives.

Responsibilities of the Adjunct Faculty Hiring Committee

Each Adjunct Faculty Hiring Committee shall be responsible for:

- a) Training in the policy and procedures governing hiring and affirmative action, including knowledge of goals and timetables.
- b) Writing job descriptions.
- c) Establishing its rules for voting on the selection of adjunct faculty.
- d) Paper screening of candidates' materials for qualifications.
- e) Interviewing and selecting adjunct faculty.

The chair's responsibilities are to:

- a) Convene the committee.
- b) Establish and conform to timelines for screening, interviewing, and selection.
- c) Communicate with applicants and the committee.
- d) Maintain all necessary records.
- e) Comply with all District policies and procedures.

Committee Vacancies

- a) A member who cannot accept the responsibilities given to the committee shall be replaced.

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Adjunct Faculty Hiring

- b) When a faculty committee member vacancy occurs and no backup faculty member is available, the Division Dean must select a voluntary replacement from the full-time faculty in that discipline, or if such an individual is not available, a contract/regular Division faculty member who is knowledgeable in the subject.
- c) When the committee chair is vacant, the appropriate Vice President must select an administrator knowledgeable in the Division's subject areas as a replacement.
- d) If a faculty or chair vacancy cannot be filled, or if a committee member is not performing his or her duties, then the appropriate Vice President and President of the Academic Senate shall confer and jointly agree on a course of action.

Development of the Job Description

A job description shall be developed for each approved adjunct faculty position. The purpose of the job description is to document the minimum requirements for a position in sufficient detail to evaluate each candidate's qualifications. The job description shall follow the regular District form for adjunct faculty hiring (Appendix A).

Recruitment

An ongoing recruitment process shall be conducted by the District to identify potential adjunct faculty. The District Office of Human Resources shall be responsible for coordinating recruitment. The recruitment process shall include, but not be limited to, the following:

- a) Distribution of the job description.
- b) Advertisements placed in newspapers and journals, particularly those with readership from historically underrepresented groups.
- c) Recruitment at professional conferences, workshops and local career/job fairs.

In addition, faculty and managers are encouraged to utilize their professional networks, especially to seek applicants from historically underrepresented groups.

Development of the Hiring Pool

The activities to develop the hiring pool shall consist of:

- a) Paper screening applicants' materials to determine their eligibility.

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Adjunct Faculty Hiring

- b) Verifying the eligible applicants' acceptance into the pool.
- c) Verifying the hiring pool for the adequacy of historically underrepresented groups.

Paper Screening

- a) An applicant can be admitted into the hiring pool at any time unless the job description indicates a closing date.
- b) Paper screening shall begin no later than 10 working days after the closing date or if no closing date has been specified, periodically after the receipt of the applicants' documentation. Only those individuals who submitted complete documentation, as requested in the job description, shall be considered.
- c) Eligibility is to be based on the minimum qualifications. When a person requests equivalency, consideration shall follow the criteria found in Board Policy 3013.
- d) The Division Dean shall notify in writing those individuals accepted into the hiring pool.

Certification of the Hiring Pool

- a) The Campus Affirmative Action Officer, or designee, in consultation with the Division Dean, shall determine whether or not the hiring pool is adequate with regard to historically underrepresented groups. Such determination shall be based upon an analysis of the division and department's current historically underrepresented group members and the availability of historically underrepresented group candidates.
- b) If the analysis indicates that the hiring pool is not representative, the Campus Affirmative Action Officer, in conjunction with the Adjunct Faculty Hiring Committee, shall confer as to the course of action to be taken.

Interviewing and Selection

When a position becomes available, the Adjunct Faculty Hiring Committee shall select from the hiring pool(s) the candidates to be interviewed.

If there are sufficient candidates for a position, a minimum of two candidates shall be invited for an interview. The chair shall notify the candidates of the appointment time and place.

All applicants are to be asked the same questions in the same way, and must have any performance

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tests administered in the same way. Sufficient time should be allotted for the interview to assess the qualifications of each candidate.

The committee, in consultation with the Campus Affirmative Action Officer, may interview outside of the hiring pool if there are no applicants for that particular position and no timely update can be made.

Prior to the interview the following should be prepared:

- a) Interview questions.
- b) An interview rating sheet.
- c) Protocols for appropriate teaching demonstrations, writing samples, and/or other performance indicators appropriate for the position.

During and/or at the conclusion of each interview, each committee member shall independently complete the interview rating sheet and assign the candidate an overall rating.

After all of the interviews have been conducted, each committee member shall independently determine which candidates he/she would recommend before discussion with the other committee members. Strict confidentiality shall be maintained throughout the entire hiring process.

After selection, the Adjunct Faculty Hiring Committee chair shall immediately notify the Campus Affirmative Action Officer. Thereafter the chair will contact the finalist to confirm his or her acceptance of the position. The Division Dean shall forward the recommendation for employment to the appropriate Vice President and the Campus Affirmative Action Officer for sign-off of forms. The signed forms will be forwarded to the District Office of Human Resources where the candidate will be processed.

Following confirmation of acceptance by the successful candidates, the District Office of Human Resources shall notify the other finalists in writing in a timely manner.

Hiring for Occasional and Specialized Courses

Occasional courses are courses that are offered infrequently and not as a matter of routine. Specialized courses are courses that either involve new technology or are unique, and the number of qualified candidates to teach such courses is limited. In these cases, the Hiring Committee shall have the option, with the approval of the Dean of Instruction and the President of the Academic Senate, to hire individuals without regard to the procedures set forth in Sections 1.5 and 1.6 of this document.

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Emergency Hiring Procedure

The Division Dean may have the sole discretion to hire for a particular position if all the following emergency conditions occur:

- a) A vacancy has not been filled or opens within 10 working days prior to the start of class, or a vacancy occurs after the start of class.
- b) The Adjunct Faculty Hiring Committee cannot be convened in a timely manner to select and interview candidates.
- c) The Division Dean will select the candidate from the hiring pool. However, if there are no available candidates, the Division Dean may, in consultation with the Campus Affirmative Action Officer/designee, interview candidates who are not in the pool.
- d) A formal or informal interview is made.

Updating the Hiring Pool

The hiring pool is to be reviewed periodically by the Division Dean and the Campus Affirmative Action Officer. If the pool is determined to be insufficient in relation to the quantity of candidates or historically underrepresented group members, the Division Dean shall be responsible for initiating the appropriate recruitment steps with the District Office of Human Resources.

Campus Procedure Manual

In matters not included in this policy, when appropriate, the campus Academic Senate, in consultation with campus and District administration, shall develop a procedures manual to assure that all divisions and Hiring Committees are knowledgeable about appropriate procedures; e.g., Senate procedures for committee member selection, appropriate communication with and hospitality toward applicants, transportation arrangements, models of rating sheets, etc.

Effective Date

This policy shall become effective the semester immediately after its adoption. The appropriate Vice Presidents, in conjunction with the Division Dean, the President of the Academic Senate, the District Office of Human Resources, and the Campus Affirmative Action Officer, shall develop a timeline for the enactment of each provision.

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Changes in the Hiring Procedure

The Academic Senates, appropriate Vice Presidents, or the Office of Human Resources may propose changes to the hiring procedures outlined in Sections 1.0 through 3.0 of the Adjunct Faculty Hiring Procedure. The representatives of the Academic Senates and administration will jointly develop any revised procedures. The revised procedures shall not deviate from the intent of the policies set forth in Section 1.0 of the Adjunct Faculty Hiring Policy.

Until there is such joint agreement, these procedures will remain in effect.

SYSTEMS TECHNOLOGY PROJECT APPROVAL PROCESS

PROCESS STEPS

Board Approval

- Board Agenda Item

District Review

- Alignment with Goals
- Priority
- TCO
- Resources
- Assessment Plan

Governance Review

- Alignment with Goals
- Priority
- TCO
- Resources identified

Chancellor's Staff Review

- Alignment with Goals
- Priority
- TCO

Project Prioritization

- Complete Prioritization Rubric
- Complete TCO Analysis

Campus/Department Review

- Local campus process
- Complete TCO Analysis

Need Identified

- Program Review
- Administrative Review

Note: This does not apply to hardware refresh projects.

