

Article III. Faculty Employment

A. Recruitment for Faculty Positions

When the need for a new or replacement full-time regular Faculty position is administratively established, the campus discipline Faculty shall be notified about position vacancies as soon as possible and CDAC's should be formally notified on All College Day. If the College authorizes recruitment after All College Day, the CDAC co-chairs will be provided with a revised timeline for the out-of-cycle recruitment.

The Faculty hiring process begins with the Faculty transfer process. Faculty interested in transfer opportunities should see Article VIII.

Campus discipline Faculty provide assistance to the department chair and Administrator in the development of job duties and responsibilities, screening criteria, minimum qualifications, and preferences on the position announcement(s) in an effort to reflect the needs of the College. Campus discipline Faculty will have an opportunity to review the completed Faculty position announcement(s) prior to posting. If no campus discipline Faculty are available, Faculty certified in that discipline should be involved in development of the position announcement(s).

In newly-established degree or certificate programs, the job announcement must state that new contracts for the Faculty position are contingent on meeting established program enrollment target goals.

Faculty job announcements shall be posted throughout the College for at least 21 calendar days, with a copy sent to the president of PCCEA and the president of the Faculty Senate. The Department of Human Resources will determine and make additional distribution depending on the recruitment area identified and the needs of the College.

Guidelines, timelines and procedures associated with the Faculty Hiring Process are defined in AP 5.01.02.

B. Selection of New Faculty

Selection Advisory committees will be established as described below for participation in all aspects of recommending final candidates for Full-time Faculty positions. Selection advisory committee members will represent diversity in its broadest sense. It is the intent of the College that Faculty members on the Selection Advisory Committee will represent the discipline/educational support area under recruitment subject to the terms and conditions of this policy.

Committee co-chairpersons shall consist of an Administrator and a Faculty member. The Faculty co-chair shall be chosen from and elected by the Faculty committee membership. Clerical assistance will be provided by the Administrator. Whenever possible, meetings will be set at a time that is least disruptive to the majority of the committee members.

1. For position vacancies at one campus: The selection advisory committee will consist of five members (one Administrator and four Faculty members). The committee membership shall be as follows:
 - a. Whenever possible two of the Faculty members will fulfill the majority of their workloads at the Campus where the vacancy exists, and two will work at another site(s). Whenever possible, two Faculty will be from the same discipline at the campus where the vacancy occurs. Typically, the Administrator will select one Faculty member who meets each of these criteria (one on-site and one off-site), and the Faculty members within the discipline/area at the campus where the vacancy exists will select the other two committee members. When there are no Faculty members in the discipline area at that campus, then the CDAC or sub-CDAC shall make this selection from regular Faculty. Note: if a Faculty member accepts the opportunity to participate on an advisory committee and then resigns, another Faculty member may be selected for the remainder of the search.
 - b. An Administrator from the campus where the Faculty vacancy exists or an Administrator appointed by the Chancellor or his/her designee.
 - c. As needed, a community or advisory ad hoc member and/or an equal employment opportunity or human resources representative as a resource person. The Faculty and administrative co-chairs, on behalf of the advisory committee, may request an exception to the role of the community member to allow the community member to participate as a sixth member of the committee.
2. For position vacancies common to more than one campus, the selection advisory committee shall consist of five or more members as follows:
 - a. An Administrator appointed by the Chancellor or his/her designee.
 - b. When two or three campuses are hiring Faculty members in the same discipline/area, two Faculty members who fulfill the majority of their workloads at each Campus where the vacancies exist; an Administrator at each site will select one of the Faculty members who will represent the campus, and the Faculty members within the discipline/area where the vacancy exists will select the other.
 - c. When four or more campuses are hiring, one Faculty member from each campus will be identified by the Faculty members within the discipline/area where the vacancy exists.
 - d. As needed, the Administrator may select a community or advisory member and/or an equal employment opportunity or human resources representative to serve as a resource person. The Faculty and administrative co-chairs, on behalf of the advisory committee, may request an exception to the role of the community member to allow the community member to participate as a sixth member of the committee. Note: if a Faculty member accepts the opportunity to participate on an advisory committee and then resigns, another Faculty member may be selected for the remainder of the search.

- e. The Chief Human Resources Officer will assure that appropriate support is provided for the search. Examples of logistical support include providing staff support, arranging campus tours, copying, collating, and scheduling.
3. When determining the membership of the Selection Advisory Committees described in sections B1 and B2 above, the priority will be first to select members who fulfill the majority of their workload in the discipline/educational support area in which the new Faculty member(s) will work. If none is available, a Faculty member from a closely related field/service area who is recommended by the Administrator or the Faculty, as appropriate, and approved by the Provost and Executive Vice Chancellor for Academic and Student Services may serve.

When a position in an area new to the College is being filled, the Provost determines the related College-wide Discipline Area Committee(s) (CDAC) from which Faculty members may be drawn to serve on the advisory committee. This CDAC(s) recommends two Faculty members to serve on the committee. The appropriate Administrator selects two members from the same CDAC(s) to serve on the committee.

4. The selection advisory committee membership list will be approved by the appropriate Campus President(s) and reported to the Chancellor or designee prior to the first committee meeting. The President of PCCEA will review the committee membership to ensure compliance with this policy.
5. The Campus President may submit a written request for an exception to either of the advisory committee compositions specified above based on technical or programs needs or the availability or withdrawal of specific Faculty. The Chief Human Resources Officer, after consultation with the appropriate Administrator, Department Chair, and PCCEA president, may approve such requests.
6. Subsequent changes to the committee composition will be recommended by the Campus President to the Chief Human Resources Officer, who after consultation with PCCEA, may approve the change.
7. The committee and appropriate Administrators shall follow the competitive employment process for new or replacement positions as established by the Human Resources Office and the Affirmative Action Office. A Human Resources and/or EEO/AA representative may observe or monitor the process and serve as a resource for the advisory committee and the hiring Administrator.
8. The committee shall identify in writing the strengths and limitations of each candidate to the Campus President(s).
9. At the conclusion of the formal interview process, the Campus President will meet with the members of the selection advisory committee to discuss the strengths and limitations of each final candidate.
10. After the discussion, the Campus President(s) makes the final decision from the list of final candidates and offers the position to the successful candidate contingent on approval of the Board. The Chancellor shall make the final recommendation to the Board.

11. If a search process has failed to yield a candidate to fill the position, a new search will begin the following fall and follow the same process.
12. Details regarding other facets of the hiring process are described in AP 5.01.02.

C. Faculty Provisional Appointments

The need for a Provisional Faculty appointment and the process used to fill it are identified by the campus discipline Faculty in consultation with the Dean. There are three processes for filling a Provisional Faculty position: direct appointment, an internal competitive process, and an external competitive process. The preferred process should be based on a variety of factors, including, but not limited to, time constraints and the richness of the internal pool of adjunct Faculty. Details regarding the hiring process for Faculty Provisional Appointments can be found in AP 5.01.02

D. Seniority

The starting date of a Faculty member for purposes of establishing seniority shall be the original date of hire by the District with the classification of Faculty, or the date of reclassification to such Faculty status from any other non-Faculty classification status.

This seniority can be altered by the following circumstances:

1. The seniority of Faculty members starting on the same date will be determined by date of acceptance of their Faculty positions.
2. Individuals employed as Provisional Faculty do not accumulate seniority. However, Provisional Faculty who later compete for and accept a regular, full-time Faculty position shall be credited seniority for time spent (in either one-year or consecutive semesters) as a Provisional Faculty. She/he shall be granted seniority from the original date of hire as a Provisional Faculty. For seniority to accrue there can be no break in service as a Provisional Faculty.
3. When a Faculty member is originally appointed to a position created by funding sources external to the District, she/he shall not accumulate seniority. However, if this Faculty member's position is later incorporated into the regular operational budget of the District, she/he shall be granted seniority from the original date of hire.
4. When a Faculty member accepts a position at the College, but outside the classification of Faculty, seniority will be suspended and the Faculty member will not accumulate seniority. However, if the employee later returns to a full-time Faculty position, she/he will be credited with seniority equal to the time previously spent in the Faculty classification.
5. A Faculty member shall not accumulate seniority during the period of an unpaid leave.
6. For all Faculty members employed at the inception of the first negotiated policy statement, time in the past charged to unpaid time off due to sick or medical leave will not alter the Seniority date. However, for all Faculty hired on or after August 19, 1978, unpaid sick leave will result in an adjustment of seniority date proportionate to the amount of unpaid leave.

E. New Contract and Term of Employment

A Faculty member shall be offered a new contract for the ensuing academic or fiscal year unless she/he receives notice otherwise on or before March 1. This provision is not applicable to those positions being eliminated under the retrenchment policy or to newly-established degree or certificate programs where enrollment target goals were not met. In the case of the elimination of newly-established degree or certificate programs where enrollment target goals were not met, written notification will be provided.

The term of employment of fiscal year Faculty shall be July 1 through June 30.

The term of employment of academic year Faculty for this fiscal year shall be from the first day of accountability in August through the last day of accountability in May. The Graduation ceremony whether it falls within or outside this time period will be considered as one day of accountability.

Other terms of employment may be established by the administration for flex-year and Educational Support Faculty positions in accordance with Article II B.

If the new Faculty member's start date is after the beginning of the academic, fiscal or flex-year, or otherwise does not work or account for all days of accountability, the actual salary will be prorated based on the average daily rate. The average daily rate will be computed by dividing the annual salary by the appropriate number of days of accountability.

Employment contracts and pay are based on periods of active employment. Occasionally, a Faculty member is approved for a full academic, fiscal, or flex-year contract and works less than the commensurate number of days of accountability. In this situation, the Faculty member shall be paid at the average daily rate for the number of accountable days actually worked and shall have proportionately reduced required teaching load (see Article II.B. for workload requirements).