

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT
INTERIM HIRING PROCEDURES FOR FULL-TIME TEMPORARY
FACULTY OPPORTUNITIES

Process to Employ Temporary Full Time Faculty for One-Semester or One-Year Opportunities

1. Following the decision to fill the position on a full-time temporary basis the President shall make the determination of whether an internal search should be initiated. If so, then the President, or designee (hiring administrator), shall initiate steps to conduct an internal recruitment effort within the District for 10 working days. If it is determined to proceed with only an external search, the recruitment period will be for 30 days.
2. There will be a review of the job announcement by the hiring administrator and the faculty.
3. Hiring administrator shall contact Human Resources to coordinate the initiation of the requisition process to facilitate the posting of the job announcement.
4. The hiring administrator shall take the appropriate steps to establish a screening/selection committee. He/she shall contact the Academic Senate of the need for faculty representatives to serve on the committee. The committee shall be composed of:
 - 1 – Dean or designee (hiring administrator)
 - 2 – Full-time faculty appointed by the Academic Senate. (Appointments shall take into consideration the diversity of the committee)
5. Academic Senate shall have ten (10) working days to appoint faculty representatives. This list shall be reviewed by Human Resources.
6. The committee shall elect its chair and the chair shall convene the initial/orientation meeting of the committee to discuss the departmental focus for the position, develop screening criteria, interview questions, and reference check questions. If the pool is five (5) or less, screening criteria will not be developed, and all applicants, who meet the MQ's, shall be interviewed.
7. If the pool is not adequate, the hiring administrator in collaboration with the hiring committee shall discontinue the internal search, and initiate an open recruitment process outside the District posting for 30 days.
8. The committee shall make recommendations of finalists to the College President. (A minimum of three is recommended. Three is not a requirement. Less than three, requires justification. A recommendation of one is not tenable for finalists.) The President shall interview the finalists, and may be joined by the hiring administrator.
9. The decision of the President is final.
10. The selection is communicated to HR and the appropriate paperwork is processed for hire.
11. The name is placed on the next Board agenda for final approval.

HR/sld 12.3.08

FA approved 10/17/08; SJC Academic Senate approved 10/21/08; EVC Academic Senate approved 12/2/08