



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Grossmont-Cuyamaca Community College District Operating Procedures

PE2 - Hiring Part-time (Adjunct) Faculty

Steps

1. [Conduct Adverse Impact Analysis for Part-time Faculty Hiring](#)
2. [Identifying Applicants and Application Submission](#)
3. [Appoint EEO Representative to Department Hiring Workgroup](#)
4. [Establish Department Hiring Workgroup](#)
5. [Screening, Minimum Qualifications, and Equivalency](#)
6. [Interviewing Applicants](#)
7. [Initiating the Hiring Process](#)
8. [Screening for Future Semesters](#)

Resources

- Relevant Codes, Regulations, and District Policies
 - [GCCCD's Commitment to Diversity \(BP 7100\)](#)
 - [Board Resolution 21-005 - Affirming Commitment to the Diversity in Hiring Reform Strategy:](#)
On April 20, 2021, "the Grossmont-Cuyamaca Community College District Governing Board affirm[ed] its commitment to the reform strategy to improve diversity in hiring, which will improve student success and close equity gaps in achievement."
- Roles and Responsibilities of Stakeholders_(in progress)
- Glossary of Terms (in progress)
- Forms, Job Descriptions, Websites, and Workday Tutorials (in progress)

Stakeholders - Quick Reference

Stakeholders	Responsible	Potential
Appropriate Vice President	n/a	Step 8
Department	Steps 4, 8	n/a
Department Chair/Coordinator	Steps 2, 4, 5, 6, 7, 8	n/a
Department Hiring Workgroup	Steps 5, 6, 7	n/a
Division Dean	Steps 5, 6, 7, 8	n/a
EEO Office	Steps 1, 3	n/a
EEO Representative	Steps 5, 6	n/a
EEO Site Lead	Steps 3, 4	Step 1
Human Resources	Steps 2, 7	Step 1

Procedure

1. Conduct Adverse Impact Analysis for Part-time Faculty Hiring

The EEO Office will analyze the composition of the pool of all applicants to ensure that no group defined in terms of race, ethnicity, gender, gender identity, disability, or sexual orientation is adversely impacted by the hiring processes and procedures (see EEOC Uniform Guidelines for Employee Selection Procedures).

The EEO Office will assess adverse impact at the following stages of the hiring process: all applicants, including applicants who were determined by the department chair/coordinator to meet minimum qualifications or equivalency for the department, applicants who were offered an assignment, and applicants who accept an assignment.

The EEO Office will review applicant pools for part-time faculty positions to assess diversity in the pool each primary term (fall and spring semesters). Additionally, the EEO Office will assess diversity among all part-time faculty at each site during each primary term (fall and spring semesters).

If it is determined that adverse impact does exist, the EEO Office will consult with the EEO Site Lead and the Director of Human Resources to determine appropriate action. Appropriate action may include, but is not limited to, modifying recruitment strategies, expanding the number and type of recruitment sites, etc. Every effort will be made to increase the diversity of the applicant pool.

Responsible Stakeholders: EEO Office
Potential Stakeholders: EEO Site Lead; Human Resources

2. Identifying Applicants and Application Submission

This procedure shall be used to hire part-time faculty when needed or when there is an interest in diversifying part-time faculty in the department, in accordance with the parameters outlined in the [current bargaining agreement](#). Departments may interview and hire part-time faculty at any time. Department Chairs and Coordinators should direct interested candidates to complete the district application.

All applications for part-time instructors must be processed by the Human Resources department through Workday and held in a "hiring pool."

Chairs and Coordinators will access the discipline hiring pools through Workday. Please see the Forms, Websites, and Workday Tutorials link above for directions on how to access hiring pools. The part-time faculty application will include a standard question regarding faculty mindset about students and equity-minded practices in the classroom or designated service area.

Responsible Stakeholders: Department Chair/Coordinator; Human Resources
Potential Stakeholders: n/a

3. Appoint EEO Representative to Department Hiring Workgroup

The EEO Site Lead, in consultation with the EEO Office, appoints the EEO Representative to the Department Hiring Workgroup. Preferably, EEO Site Leads are tenured faculty members. However, the College President may appoint other employees to the position as needed. All EEO Representatives must complete District EEO training. They can be from any employee group, but they must be outside of the division/reporting line of the Department Chair/Coordinator. The EEO Representative is a member of the Department Hiring Workgroup and must be present at Workgroup meetings and included in all related emails and communications. Deans, in consultation with Chairs/Coordinators, retain the right of hire.

Responsible Stakeholders: EEO Office; EEO Site Lead
Potential Stakeholders: n/a

4. Establish Department Hiring Workgroup

The Department Chair/Coordinator, in consultation with the department members and EEO Site Lead, will establish the Department Hiring Workgroup with consideration of diversity related to race, ethnicity, gender, department/area of specialty, and when possible, gender identity and sexual orientation. Workgroup members commit to participating in all stages of the screening process.

The Department Hiring Workgroup will consist of the following members:

- EEO Representative;
- the Chair/Coordinator; and
- at least one faculty member in the department or the Division Dean

The Department Chair/Coordinator, in consultation with the EEO Site Lead, may include additional department members or faculty outside of the department.

Responsible Stakeholders: Department; Department Chair/Coordinator; EEO Site Lead
Potential Stakeholders: n/a

5. Screening, Minimum Qualifications, and Equivalency

The Department Hiring Workgroup will determine if applicants meet minimum qualifications as established by the Statewide Academic Senate. If an applicant applies under an equivalency, the department members will review the criteria established for their discipline by the District Equivalency Advisory Committee. This criterion will be created in consultation with Department Chairs/Coordinators and discipline leads (if appropriate) at both colleges.

Responsible Stakeholders: Department Chair/Coordinator; Department Hiring Workgroup; Division Dean; EEO Representative
Potential Stakeholders: n/a

6. Interviewing Applicants

Applicants who meet minimum qualifications or qualify under an equivalency are eligible for an interview. The interview process will include an interview, a teaching demonstration for instructional faculty, and a skills demonstration (if applicable). The interview, teaching demonstration, and skills demonstration can be conducted remotely through a web-conferencing platform or in person.

Three or more applicants from the hiring pool who meet minimum qualifications for the discipline, or who qualify under an equivalency, must be interviewed when departments are interested in hiring new part-time faculty. Department Chairs and Coordinators should direct interested candidates to complete the district application and become part of the hiring pool.

The same hiring process must be followed for all applicants. Applicants should be evaluated using the same criteria; namely, how well they can complete the duties of part-time faculty, including, but not limited to, how they view students and how they work to create an inclusive learning environment for the District's diverse student population.

The Department Hiring Workgroup will screen applicants using a three-point scale (3=Recommend, 2 = Recommend with Reservations, and 1=Not Recommended). The Department Hiring Workgroup will score each interview question, as well as the teaching demonstration, and the skills demonstration (if applicable).

Responsible Stakeholders: Department Chair/Coordinator; Department Hiring Workgroup; Division Dean; EEO Representative

Potential Stakeholders: n/a

7. Initiating the Hiring Process

The Department Hiring Workgroup will determine which candidate(s) they recommend for hire. If the Division Dean approves the hire(s), the Department Chair/Coordinator will notify Human Resources and the candidate(s) of the hiring decision via email. Within three (3) working days of being notified, Human Resources will contact the selected candidate(s) and initiate the new hire process.

If the Division Dean does not approve the candidate(s) recommended for hire, the workgroup will reassess other candidates who completed an interview or interview additional candidates.

Responsible Stakeholders: Department Chair/Coordinator; Department Hiring Workgroup; Division Dean; Human Resources

Potential Stakeholders: n/a

8. Screening for Future Semesters

The Department Hiring Workgroup should complete the screening and interview process in advance of positions opening in order to create a pool of pre-screened applicants. Departments can draw from the pool of pre-screened applicants in the case of an emergency, "last-minute" hire. The hiring process, including the background check and TB test requirements, can take several weeks to complete.

For disciplines that have very small hiring pools, where it is difficult to find part-time faculty, or with specialized courses, the appropriate Vice President may approve exceptions to this hiring process. Department Chairs/Coordinators must submit a Hiring Exemption Request form through their Dean to be approved by the appropriate Vice President.

Responsible Stakeholders: Department; Department Chair/Coordinator; Division Dean

Potential Stakeholders: Appropriate Vice President