Arapahoe Community College  
Chapter 3 - College Personnel  
AP 3-40 Selection of Contractual Faculty

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References: BP3-10  
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Effective: Reviewed:

Procedure

I. Definition  
Faculty Member: A College employee on faculty contract including, for example: an instructor or nursing faculty member performing program coordination.

II Affirmative Action  
All announcements and searches shall adhere to the letter and spirit of the Colorado Community College System Affirmative Action Plan. Human Resources or his/her designee will monitor all operations of screening committees. The Equal Employment Opportunity Officer or his/her designee will charge each screening committee with regard to the Equal Employment Opportunity policy and procedures and will serve as an ex-officio member of the committee. The position supervisor will meet with the screening committee, at the time of the equal employment opportunity charge, to provide greater detail of the requirements of the position and the relationship of the position to the overall divisional objectives.

The President may waive these procedures in order to attain goals and objectives described in the Affirmative Action Plan (BP 3-120)

III Job Announcements

A. The position supervisor will complete the Personnel Request Form, attach a job description, obtain necessary signatures, and submit the request to Human Resources. Human Resources will prepare the announcement consistent with the job description.

B. If the President, the appropriate Supervisor and Human Resources deem that an adequate pool of potential candidates (minimum of 3) exists within the College, the position may be opened internally.
1. When an internal search is conducted, the job announcement will be posted on Human Resources bulletin boards (located in the Church Street Building and the 2nd floor of the Annex), and posted on ACC’s Intranet employment page with an open announcement period of at least ten (10) working days.

2. When an external search is to be conducted, job announcements will be distributed as widely as possible with an open announcement period of at least twenty (20) working days.

VI Composition of Screening Committees

A. The committee will include members of protected classes whenever possible, (i.e., women, minorities, disabled, etc.) with representation as follows: two faculty (selected from the appropriate Division if possible), one student, one classified, and one administrator; each elected by the appropriate estate. Committee members will be representative of the areas to be served by the position to be filled whenever possible.

B. If the committee feels there are resource persons available within or external to the College community who could assist the committee in their work, the committee may invite them to participate, on an ex-officio basis.

V Operational Procedures

A. The first meeting of the screening committee will be convened by Human Resources and the position supervisor, or their designee(s).

B. A checklist will be developed by the position Supervisor based on the approved position announcement. The checklist, developed at the time the position is announced, will identify the required minimum qualifications. The checklist will be approved by Human Resources.

C. After the job announcement has been formulated, and after the checklist based on the position announcement has been structured, if it becomes necessary for the screening committee and position supervisor to interact, that interaction shall occur in the presence of the Human Resources.

D. All applicant files will be compiled and reviewed by Human Resources to determine if applicant files are complete (i.e., application for employment, letters of recommendation, transcripts, etc.). Applicants whose files are incomplete on the closing date will not be further considered.

E. Utilizing the checklist, Human Resources will screen each applicant file to determine if applicant meets the minimum qualifications. Applicants who do not meet qualifications will not be considered further.

F. Human Resources will provide the screening committee with a copy of the completed checklist used to determine minimum qualifications of each applicant. All qualified applicant files will be provided to the screening committee. All applicant files that meet minimum qualifications must be reviewed by the screening committee within ten (10) business days.

G. The Screening Committee will:
1. Elect its chairperson.

2. Establish the committee's operational procedures.

3. Develop evaluation criteria, based on the job announcement. These criteria will be scaled to reflect preferred items. The evaluation criteria will be approved by the Equal Employment Opportunity Officer.

4. Based on the evaluation criteria, identify a minimum of two (2) or more qualified candidates to be interviewed within ten (10) business days.

5. Preparation for interviews:
   a) Prepare a written list of interview questions and a summary sheet designed to evaluate the interviewee;
   b) Submit interview questions and summary sheet to the Equal Employment Opportunity Officer for approval;

6. Interview and evaluate candidates using the same interview questions and the same interview evaluation criteria for each candidate.

7. Submit in writing, in alphabetical order, the names of zero (0) to five (5) candidates to the position supervisor.

H. In the event there are three (3) or fewer complete applicant files where minimum qualifications have been met, the position supervisor, in conjunction with the Equal Employment Opportunity Officer, may determine whether a screening committee needs to be created or if the supervisor may screen and interview the applicants.

I. The position supervisor will interview the candidate(s), check references and conduct background checks, and submit a recommendation to his/her supervisor.

J. Within 10 business days of satisfactory completion of the screening and hiring process, Human Resources will notify in writing all applicants who are not selected.

VI Exceptions to this procedure are outlined as follows:

K. When an official College reorganization occurs, the President may, with input from the appropriate Vice President (except in the case of Vice President positions), permanently appoint any employee to such a revised or new position if the President deems that such employee has necessary qualifications to perform the duties. The President, at his/her option, may convene a review committee of appropriate constituency, prior to such appointment. In such a case, none of the other provisions of this selection process will apply.

   Faculty members involuntarily reassigned retain all employment and seniority rights as per BP 3-20.

L. At any time, the President may exercise his/her reassignment prerogative and reassign any employee that the President deems qualified for any revised or vacant position. The President, at his/her option, may confer with the appropriate
constituency, prior to such full-time reassignment of full-time promotion. In such a case, none of the other provisions of this selection process will apply.

Faculty members involuntarily reassigned retain all employment and seniority rights pursuant to BP 3-20.

M. In the event of an external search, if the Equal Employment Opportunity Officer in conjunction with the Screening Committee or with the position supervisor determines that there is an inadequate pool of qualified applicants, less than three (3), the position maybe filled by an interim appointment and the position re-announced.

N. In the event the position supervisor does not select any of the persons whose names are forwarded by the Committee the position Supervisor shall ask the Screening Committee to reopen the files of qualified candidates. If the Screening Committee and position supervisor, upon reopening the files, deems that there are no remaining qualified applicants whom they would recommend, an interim appointment may be made and the position re-announced.

O. In the event that none of the candidates recommended by the Screening Committee accepts the position, the Screening Committee must be reconvened to reopen the files of qualified candidates. If the position Supervisor and Screening Committee, upon reopening the files deems that there are no remaining qualified applicants whom they would recommend, an interim appointment may be made and the position re-announced.