



MERCED COMMUNITY COLLEGE
Office of Human Resources

Part-Time Faculty Hiring Process

Pursuant to Board Policy and Administrative Procedure 7212

1.	PROCEDURE	INITIATOR
2.	<p>HR post pools for each discipline on a fiscal year basis or as requested for special pools. *Applicants will not continue in pool beyond a fiscal year. All applicants should be screened, scored, and interviewed (if applicable) within a fiscal year.</p>	Human Resources/Dean
3.	<p>Human Resources screens for minimum qualifications.</p>	Human Resources
4.	<p>Request to review/screen applicants made to Recruiter.</p>	Dean
5.	<p>Committee is established: AP 7212: [T]he part-time process shall consist of the appropriate faculty lead or his/her designee. For part-time hiring, the area dean or educational administrator "shall" be a member of the committee. The Academic Senate "may" appoint a member of the Equal Employment Opportunity committee EEO to each selection committee.</p>	Dean and Recruiter
6.	<p>Recruiter adds committee members to NeoGov, giving access to screen and score.</p>	Melissa Ward
7.	<p>Screen and score applications. Determine applicants to interview. AP 7212, Responsibilities of Hiring Committee: <ol style="list-style-type: none"> 1. Review all completed applications; 2. Evaluate each candidates application materials in regard to subject area knowledge and competency, teaching and communication skills, commitment to professional growth and service, potential for overall college effectiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the District's students; </p>	Dean and Faculty Lead
8.	<p>If the applicant does not have required degree but may meet minimum qualifications: Applicant will need to be approved by the Equivalency Committee prior to job offer.</p>	Toni McCall and Equivalency Committee
9.	<p>Interview. AP 7212, Responsibilities of Hiring Committee (cont.): <ol style="list-style-type: none"> 3. Provide for appropriate teaching demonstrations, writing samples, and/or other performance indicators related to the subject area; 4. Select for interview those candidates who are most suitable; 5. Conduct interviews and use a rating system to evaluate responses; 6. Individual committee members must be present for each interview in order to participate in the evaluation of candidates; and 7. Conduct teaching demonstrations; 8. Maintain confidentiality of materials and information about candidates. </p>	Dean and Faculty Lead

10.	<p>Establish the pool. AP 7212: From among those interviewed and considered well qualified, the committee selects as many candidates as possible to enter the part-time hiring pool. Candidates from the part-time hiring pool would be kept up to date by the Human Resources Department.</p>	Dean, Faculty Lead, and HR
11.	<p>Staffing a class: AP 7212: Area deans or educational administrators, in consultation with the faculty lead and or subject area designee would choose and select candidates from the pool for the specific course that is unstaffed. At the Los Banos campus, the faculty coordinator Lead will work in tandem with the discipline specific faculty to make recommendations for hiring to the dean in Los Banos.</p>	Dean and Faculty Lead
12.	<p>Recruiter forwards final candidate to Contracts Technician for hire.</p>	Melissa Ward and Toni McCall