

# ASC Procedure for nominating faculty to manager hiring committees

*General process adopted September 16, 2019. Some functional details adopted during 2019-20 in response to situational factors to improve system.*

1. Hiring manager gets approval to fill a position
2. Begin forming the hiring committee
  - a. Hiring manager reaches out to senates for nominations to committee
  - b. memo\_ASC\_CS\_AppointmentPractice\_Sept2020.pdf (*adopted March 2*)
3. Job description is posted by manager
4. ASC President sends email to all faculty asking for volunteers to serve
  - a. Email example (*Example\_Mail\_AskFaculty\_CTEDean*)
  - b. Application example (*ExampleApplication\_FacultyHiring\_CCC\_VPI\_revised*)
    - i. Includes dates of obligation (*get from manager*)
    - ii. Includes faculty response
  - c. Job posting example (*ExampleJobPosting\_Contra Costa Community College District Employment Site \_ Vice President of Instruction \_ Print Preview*)
5. ASC selects an ad-hoc committee to review applications and rank nominees if necessary
  - a. Happens during an ASC meeting
6. Faculty volunteers/applicants submit application to ASC office
  - a. Check for currency of hiring training
  - b. Identify current and past committee service (*consult lists maintained in ASC office*)
  - c. Identify recent hiring committee participation (*currently confidential, this list is maintained by ASC president and shared periodically with ASC Vice President*)
7. ad-hoc committee reads and reviews applications according to criteria from ASC
  - a. **Adopted Feb 1, 2021: HiringCommitteeSelectionProcessCriteriaIdeasV2**
  - b. ASC President shares information about previous 2-3 years of hiring committee work
    - i. Service that resulted in a hire
    - ii. Service that resulted in a failed search
    - iii. Volunteered, was not on committee
  - c. ASC President shares information about college committee participation
    - i. Current committee
    - ii. Past committees
  - d. Nominees (ranked if needed) decided upon
8. ASC President shares nominee names with hiring manager
  - a. UHG allows for 'back and forth' to ensure diversity of hiring committees, ASC president uses best judgement in fulfilling wishes of ad hoc committee (this could include coming back to ad hoc committee for advice)
  - b. Manager finalizes hiring committee membership
9. ASC President reports back to ASC
  - a. # applicants, # on final committee
  - b. any comments about criteria/process from the ad-hoc committee
  - c. any comments from hiring manager

10. ASC President records hiring committee service on confidential record

a. Volunteer, not selected

b. Pending hire

i. Shift to either 'successful hire' or 'failed search' column depending on result of hiring process