Overview

This operating procedure covers all steps in the part-time faculty hiring process and states who is responsible for each step.

Areas of Responsibility

The chief academic officer, instructional directors/department chairs, Instructional Services administrative assistants, assistant to the chief academic officer, and Human Resources personnel are responsible for components of this operating procedure.

Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement.

Operating Procedure Details

Applications are accepted to the part-time faculty pool at all times. Qualified applicants remain in the faculty pool for two years.

When an instructional director or department chair identifies a vacancy, the new hire process will begin.

Step One: Preliminary Search in Resource Pool

Instructional Services staff (e.g. administrative assistant) will consult the faculty application pool in an attempt to fill the position without advertising and share applications with the appropriate instructional director and/or department chair. If there are satisfactory applicants in the pool, move to Step Three. If not, continue to Step Two.

Step Two: Posting the position

The instructional director leads the hiring process. At the same time, department chairs play a key role and work with the instructional director throughout the process, as outlined below.
The instructional director or department chair will submit a PT Faculty Job Announcement Request to an Instructional Services staff for posting.

The following will be included:

- Department and, if applicable, Course Title (e.g. MTH 95 – Intermediate Algebra)
- Instructor Qualifications (See - CGCC Administrative Rule 040.005.000 – Instructor Qualifications)
- If known, list course days/times and which campus (TDC or HR-ICC)
- Wage (listing a wage is optional)
- Posting close date (may state 'Open Until Filled', but including a close date is preferred. Position can be re-posted if necessary)
- Where to post positions: Is this an internal or external posting? If external, all postings are listed on CGCC bulletin board (by the Café) and Café TV, CGCC web site, JoeBoard, & Employment Dept. Additional locations available by request: Craig's List, Local newspapers, Facebook, other sites.

Instructional Services staff (e.g. Health Occupations Administrative Assistant) will:

1. Post job on all free ad sites and email an announcement to staff & faculty.
2. If applicable, request quote from local newspapers & request Human Resources’ (HR’s) permission to charge advertising costs to HR account (by emailing chief operating officer & copying the HR administrative assistant).
3. Order classified ad for newspaper and post in any other requested locations.
4. Send Human Resources department a copy of the invoice for classified ad (if applicable) and other fee postings. Human Resources will create and submit PO for invoice payment.

**Step Three: Application Screening and Interviews**

The instructional director will ensure that the appropriate hiring checklist is followed through the screening and interview process, that candidate confidentiality is maintained, and that special consideration and hiring preference is given to qualified veterans or disabled veterans in the application screening and interview process (per CGCC Administrative Rule 070.005.000 – Veterans’ Preference Policy).

Instructional Services staff will log all applications (for part-time faculty pool and posted positions) in the ‘Apps Received Log’ and route to appropriate director (first) AND then to
For all Departments:

1. The instructional director or department chair will review applications and determine if a screening committee is needed. NOTE: The instructional director, in consultation with the department chair, may serve as the sole screening or interview committee members when warranted.

2. The screening committee will paper screen all applications including scoring applications and recommends candidates to be interviewed. Recommendations are forwarded to the instructional director and/or department chair.

3. The instructional director, in consultation with the department chair, will review recommendations from the screening committee and, when necessary, select possible candidates to interview. If needed, the instructional director, in consultation with the department chair, will identify an interview committee. If no interviews will be conducted, skip to # 5.

4. The instructional director will either schedule interview(s) or ask Instructional Services staff (e.g. Pre-College administrative assistant) to schedule interview(s) with the interview committee.
   a. Interviews may be conducted in person, by phone or other electronic media.
   b. The interview process may include a teaching demonstration at the discretion of the instructional director or department chair.

5. The instructional director or department chair will complete a reference check on final candidates, as appropriate.

6. The instructional director will make an offer of employment. (Instructional director will notify Human Resources prior making employment offer - See Step Four: Hiring)

7. The instructional director or support staff will notify candidates who are not selected or hired by form letter.

When Job Closes

1. The Instructional Services staff will remove job postings from CGCC web site and other sites.
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2. After an offer is accepted, the instructional director works with support staff to complete the Instructor Review-Approval Form and have it signed by the department chair, instructional director and CAO.

Step Four: Hiring

The instructional director will contact the Human Resources department prior to making a job offer to discuss starting pay level (if above level 1).

The assistant to the chief academic officer will:

(NOTE: for Nursing/Health Occupations, the health occupations administrative assistant will work with the assistant to the CAO to complete these tasks, including completing the detailed ‘New PT Instructor Orientation Checklist’ specific to Nursing Faculty):

1. Contact new-hire to ensure paperwork is in order (i.e. official transcripts are in file or en route, order copy code, email account, & key, etc.) and begin to complete the “New PT Instructor Orientation Checklist”. Form is located:

   Shared drive: G:\SHARED\Instructional Services\Faculty Hiring\Hiring procedures

2. Create a new personnel file for new faculty.

3. Assist new hire to set up appointment with Payroll & Benefits Department.

Further Information

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References

1. Columbia Gorge Community College Instructor Review/Approval Form
2. PT Faculty Hiring Flow Chart
3. CGCC Administrative Rule 040.005.000 – Instructor Qualifications
4. CGCC Administrative Rule 070.005.000 – Veterans’ Preference Policy
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Forms

1. PT Faculty Job Announcement Request Form
2. CGCC Confidentiality Pledge
3. Paper Screen Scoring Template
4. Interview Scoring Template
5. New PT Instructor Orientation Checklist
6. Nursing & Health Occupations Program Faculty Orientation Supplement