

## **INFORMATIONAL REPORT**

Submitted to WLAC Academic Senate

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### **Item 1. Recruitment, Selection, & Employment Phase of WLAC Hiring Policy**

On August 16, 2006, our college president and our Academic Senate president reaffirmed the college's policy on the faculty hiring procedures, initially adopted November 25, 2003. To improve the implementation of this policy, the following actions are being proposed:

1. Form the tenure-track selection committees earlier than has been the past practice.
2. Provide training to the selection committee members.
3. Adopt a college template for the tenure-track job announcements.
4. Advertise all identified positions as employment opportunities contingent upon funding.

Under this proposal, the timeline for the recruitment, selection, and employment of tenure-track faculty would begin as soon as a tenure-track faculty position is identified by the submission of an FPIP application. A selection committee would be formed following the provisions of the WLAC Faculty Hiring Procedures. The members of each selection committee would attend training workshops. The training would cover the preparation of a recruitment plan, the collection & management of applicant folders, the criteria for selecting candidates for interviews, the development of interview questions, the development of criteria for selecting finalists, how to conduct an interview, the mechanism for selecting finalists, and all of the district-regulated aspects of the hiring process, such as the completion of the district's Academic Selection Checklist.

While the identified position is being prioritized, the training and recruitment phase of hiring would begin. The job description for the identified tenure-track position would be developed and inserted into the college's job announcement template that will be produced by the college's newly hired Graphic Artist. After funds have been committed to fill a particular position on the FPIP Priority List, then the selection phase would begin. With the Selection Committee already in place and trained, the selection and employment phases of hiring could be completed before the end of the spring semester.

On October 23, 2007, this proposal was presented to the Academic Senate Executive Committee and was favorably received. This proposal has also been presented to Dr. Rocha and to the Divisional Council.

### **Item 2. Improving faculty participation in college decision-making processes.**

To improve faculty participation in our college' decision-making processes, the following actions are being proposed:

1. Include in all tenure-track job announcements, language notifying all potential candidates that they are expected to actively participate in our college's decision-making activities.
2. Require the senate-appointed faculty member on the selection committee to inform all those interviewed that they are expected to serve on committees.
3. Require the senate-appointed faculty member on the selection committee to ask each candidate a specific senate-approved question on the topic of the candidate's experience working as a team-member.

On October 23, 2007, this proposal was presented to the Academic Senate Executive Committee and was favorably received.