

COLUMBIA COLLEGE HOLLYWOOD

18618 Oxnard Street | Los Angeles, CA 91356 | columbiacollege.edu | 818 345 8414

HIRING POLICY FOR CCH FACULTY

Columbia College Hollywood is committed to hiring qualified and credentialed faculty to assure academic excellence in student learning and fulfill its liberal arts mission. CCH seeks to hire enthusiastic, student-centered, collaborative, and dynamic instructors to broaden the college's teaching capacity in subject and scope.

This policy is written to guide search committees, department chairs, the Dean and/or other campus administrators in faculty recruitment efforts at Columbia College Hollywood. While a faculty search by each program will have varying qualifications, applicant pools and job expectations, the procedural parameters, and policy in this document should provide the information necessary to recruit a qualified, diverse, and productive faculty across all programs.

The purpose of a search committee is to facilitate a robust and qualified pool of job applicants as well as to advise the Dean or others with hiring authority of candidates who meet the needs of the position and of the college. The search committee should play a central role in recruitment, screening, and evaluation of applicants.

The department head will appoint members of the search committee. The committee will reflect the expertise and qualification in the advertised position (job description and job posting). The committee will also incorporate minorities and women to ensure the generation of a heterogeneous candidate pool. The committee should have at least 3 members to guarantee diversity of opinion. The department head should also be mindful of any conflicts of interest when assembling the committee.

The department head will serve as the chair of the committee and work with the search committee to formulate the job advertisement (job description and posting). The chair is responsible for delivering the job description, duties, and required academic credentials developed in conjunction with the committee to The President and HR representative for approval. A statement about how this position fits into the program's strategic plan (derived from program review), and deadlines for the hiring process will also be provided to the President of the college for approval. For full time faculty positions, a position requisition form along with approved job posting, must also be submitted and approved by the President, CFO, and HR before any search, announcement, official job posting, or interview occur. For adjunct hires, the documents mentioned above (minus the position requisition) are required. An adjunct search committee shall be renewed on an annual basis at the beginning of the fiscal year since the hiring of adjunct instructors is an on-going process throughout the year. The adjunct search committee members must rotate annually; they may rotate out on shorter cycles so long as the committee fulfills the qualifications and diversity requirements mentioned above.

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Minimum qualifications for all (full time and adjunct) faculty candidates and must be represented in all public advertisements, announcements or job postings:

- Master's degree (or higher)* in the area of teaching
- Industry experience in the area of teaching

*Candidates that are currently enrolled in a master's degree program, may be considered for a full time faculty position as long as they satisfy the following criteria:

- Must remain continuously enrolled in the program (during normal periods of enrollment) upon hire and complete the program by their determined graduation date
- Must have 10 years of relevant industry experience
- Must have 5 years teaching experience in higher education
- Complete an alternative credential form for each course (per code) anticipated to teach at the college as part of the application process.

*Adjunct candidates that do not possess a master's degree:

- Must have 10 years of relevant industry experience
- Must have 5 years teaching experience in higher education
- Complete an alternative credential form for each course (per code) anticipated to teach at the college as part of the application process.
- A statement from the search committee outlining the need to fill this role due to the unavailability of a credentialed candidate

The exception described above is for the college's internal use only.

Once the advertisement (job posting / job description is created) and approved, the HR department will post the position on the College's website and additional online job boards (if appropriate). All full time faculty positions must be officially posted externally for a minimum of two weeks before any candidates (including internal) are reviewed (or interviewed).

A general advertisement for an adjunct instructor position should be posted on the college's website continuously as applications are accepted on a rolling basis. The advertisement should be reviewed and updated if necessary during the first month of each new fiscal year by the rotating adjunct search committee.

Immediately following the authorization and posting of the position on the college's website, the search committee chair (department head) will call a meeting with the committee to discuss the timeline and process of the search and present this guide to the committee

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members to ensure a timely and effective search. A discussion regarding this guide will also take place. An HR representative will attend this meeting to present committee members with the college policies for hiring, equal opportunity, and [insert other hiring laws, employment acts]. The adjunct search committee must meet once per year, if members rotate mid-year new members must have previous experience with this process or be trained individually.

The HR department is responsible for posting the job advertisement on the College's website and additional public job boards. The Dean is responsible for emailing any internal announcement that may accompany the official posting.

Application Requirements

- Cover letter
- Resume or CV

Preferred additional documents (the following are required prior to interview if not included in initial application):

- Digital copy of master's degree transcript from degree granting institution
- List of courses candidates are qualified and able to teach (reference the CCH Catalog)
 - Full time candidates must be able to teach a minimum of 6 required courses in the relevant program
- Sample syllabus

The HR department will send complete application packets to the search committee through email. The search committee will meet and review the applicants' packages. Potential candidates with incomplete application packages will be contacted by the Academic Manager to send all documents required so that all documents listed above can be reviewed by the search committee.

Adjunct Faculty

Once application packages are reviewed and candidates are selected, the Academic Manager will reach out to schedule an interview followed by a teaching demonstration. The interview and teaching demo must consist of at least 3 members of the search committee and department head (Dean/hiring manager). Additional administration and faculty may be invited to the teaching demonstration if available to help create a classroom atmosphere. Standardized teaching demonstration evaluations must be completed by the search committee and hiring manager. The evaluation must be kept in the candidate's faculty file if he/she is selected for hire.

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The search committee will meet to determine if a candidate is selected for hire. If a candidate is not selected for hire or hire is deferred, the Academic Manager will notify the candidate. Deferred hires do not need to repeat the interview process if hired within 1 year of interview.

Hiring Verification for Adjunct Pool:

Once adjunct candidates are selected for hire, the Academic Manager must verify the master's degree transcript and area of study and send to the Vice President of Institutional Effectiveness and Registrar along with a list of classes the adjunct is hired to teach for final verification. The degree verification must be sent through email. Once the degree is verified, the Academic Manager must send the verification email thread to the Dean (or hiring manager) for final approval.

If the degree cannot be verified or the candidate does not have the proper academic credentials, the candidate must submit an alternative credential form. The alternative credential is reviewed by the Dean. If the Dean approves the alternative credential, the Dean will write a statement of 'justification for hire' along with the alternative credential form, application package materials and send to the Vice President of Institutional Effectiveness for approval.

Upon approval the Academic Manager will ensure adjuncts selected for hire must complete the following prior to working any hours:

- Order official transcripts from all degree granting institutions
- Submit availability for upcoming quarter
- Complete HR Onboarding via Paylocity
- Complete any necessary Orientation/Training (i.e. activate their CCH email and Canvas accounts, reserve any equipment, review attendance procedures, etc.)
- Commit in writing to submitting an annual faculty development plan by the end of the first quarter of teaching, which would be renewed every Fall quarter
- Be paired with a full time faculty member to serve as a mentor

The full time faculty/curriculum coordinators members are expected to mentor all new adjuncts in their first quarter. Once on-boarded, the Academic Manager will assign a FT faculty member/curriculum coordinator mentor to the new hire and make an introduction through email. The full time faculty mentor is expected to:

- Hold at least 1 meeting prior to the quarter start to review adjunct processes (i.e. posting attendance) and tour the facility

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- Answer any questions regarding fulfilling learning outcomes, creating lesson plans, course design, etc.
- Review and approve their syllabus prior to the quarter start
- Observe the new hire in their first quarter of teaching

Adjunct Pool First Quarter Observations

A first quarter teaching observation template will be used by a full time faculty member to evaluate a new hire in his/her first quarter. All observations completed by the FT faculty must be submitted to the Dean for approval and sign off. The Academic Manager will file the evaluation in the faculty member's file. Any concerns regarding the performance will be brought to the Dean. The Dean will then perform an official observation and meet with the new hire to discuss improvements if necessary.

Full Time Faculty

Round 1

A minimum of 3 candidates must be selected by the search committee for round 1.

Once application packages are reviewed and candidates are selected, the Academic Manager will reach out to schedule a panel interview. The interview panel must consist of all members of the search committee and the department head (Dean/hiring manager). Additional administration and faculty may be invited to the panel interview if deemed appropriate. If a full time candidate is a current adjunct instructor, a teaching demonstration must also be scheduled to maintain consistency.

The search committee will meet to discuss the first round of the hiring process. They will determine which candidates will move to round 2 of the process.

Round 2

The Academic Manager will reach out to the candidates to schedule a 1 on 1 interview with the Dean. The Dean will meet with each candidate and select the final candidate. Once selected, the Dean will notify HR and the President of the College with the proper paperwork. HR will initiate a background check and contact the applicant's references.

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Round 3

The President of the College may request a 1 on 1 interview with the final candidate for a full time faculty position. The President may also request a meeting with the Dean or search committee.

Offer Letter and Negotiations:

The adjunct faculty rate is non-negotiable.

The Search Committee Members do not negotiate the terms of employment with candidates. That is left to the Dean (hiring manager and HR department). Any inquiries by candidates regarding salary, development, opportunities, benefits, vacation or sick time should be directed to the HR department.

The offer letter will be sent by the HR Dept. Once the offer letter has been signed, dated and sent back to HR. HR will then complete the background check and/or reference check. The offer is contingent based upon the background check and i-9 documentation.