

Procedures for Recruitment and Employment of *Full-Time* College Faculty**SECTION I – PHILOSOPHY**

- 1.1 It shall be the practice of the State Center Community College District to recruit and hire highly qualified college faculty who are expert in their subject areas, who are skilled in serving the needs of a culturally and ethnically diverse student population served by the district, and who can enhance overall college effectiveness. Indispensable characteristics include excellence in teaching, expertise in subject matter, positive personality traits, leadership ability, sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as required by Education Code 87360 and Title 5 section 53024 (a)2, and a commitment to both students and the mission of the California community colleges.
- 1.2 The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.
- 1.3 Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The faculty has an inherent professional responsibility and right to participate in the development and implementation of policies and procedures governing the hiring process.
- 1.4 Hiring procedures are based on recognition that responsibility for selecting faculty is shared cooperatively by faculty and administrators participating effectively in all phases of the hiring process.
- 1.5 Strict confidentiality shall govern phases of the hiring process including but not limited to reading and processing applicant files, reference checks and discussions relative to faculty hiring. (Refer to section 6.7.)
- 1.6 A joint committee of Administration and Academic Senates shall review these procedures every five years or at the request of any of the Academic Senates or Administration.

Procedures for Recruitment and Employment of Full-Time College Faculty (continued)**SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY**

- 2.1 The Board of Trustees, Administration, and Academic Senates have the shared responsibility to ensure that Equal Employment Opportunity guidelines are a part of the overall process of hiring faculty.
- 2.2 All participants in the hiring process shall receive training in Equal Employment Opportunity guidelines and procedures.
- 2.3 In complying with Board Policy and Equal Employment Opportunity guidelines, the district is committed to an effective hiring process that does not discriminate against any individual.

SECTION 3 – POSITION IDENTIFICATION/APPROVAL

- 3.1 The college/campus will submit a request for a number of new and/or replacement contract faculty positions to be recommended to Chancellor's Cabinet through a written, well-defined, cooperative and thoughtful planning process involving, at a minimum, the college Academic Senate and/or its designee, faculty in the discipline, and college/campus administrators. The College/Campus Presidents make the final decision on which positions will be forwarded to the Chancellor to be filled at their individual campuses.
- 3.2 The Chancellor's Cabinet will discuss the necessity of each position and approve or deny the filling of each position, or request additional information be brought back for the following meeting for further discussion and then decision.

SECTION 4 – JOB DESCRIPTION

- 4.1 Clear and complete job descriptions with the essential functions of the position and desirable qualifications shall be developed by the discipline specific faculty and the appropriate administrator(s). All job descriptions shall include the minimum qualifications for teaching in an identified discipline as established by the statewide Academic Senate and adopted by the Board of Governors in the Minimum Qualifications for Faculty and Administrators of the California Community Colleges Handbook.
- 4.2 Qualifications that are set by external regulatory agencies and are beyond those established in the Minimum Qualifications for Faculty and Administrators of the California Community Colleges Handbook will be included as required.
- 4.3 Job specifications, including any "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize, shall be reviewed by the Vice Chancellor, Human Resources, or designee, before the

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position is announced, to ensure conformity with the requirements of the District's EEO Plan, and state and federal nondiscrimination laws.

SECTION 5 – SEARCH PROCEDURES

- 5.1 Public announcements of a vacancy shall normally be for a forty-five (45) day period and shall consist of a notice of vacancy containing at least the following:
- title of the position
 - specific discipline for all instructional positions
 - location of assignment
 - job description as developed pursuant to Section 4 of this Administrative Regulation
 - application procedures
 - date the position is to be filled
 - filing deadline
 - all recruitment announcements will state that the District is an “Equal Employment Opportunity Employer”
- 5.2 Discipline-specific faculty and the appropriate administrator(s) shall review the public announcement in a timely manner prior to distribution. Distribution of the notice of vacancy is a District's Human Resources Office responsibility. Discipline faculty are encouraged to work through the area administrator to recommend to Human Resources advertising venues. Upon request the Office of Human Resources will provide a list of sites/publications used to advertise the position.
- 5.3 If a vacancy occurs unexpectedly and the normal forty-five (45) day recruitment period will cause a hardship or delay in the start of classes, the College/Campus President may request a thirty (30) day emergency recruitment.
- 5.4 All vacancy notices must state that interested persons are to submit their applications online through the District's Human Resources Office's applicant portal. It is the applicant's responsibility to provide the completed employment application form and the necessary documentation. After the filing deadline, all applicants for the position will be notified in a timely manner of the final status of their applications. All correspondence to applicants regarding search procedures will come from the District's Human Resources Office.

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- 5.5 If at the end of the recruitment period, the Vice Chancellor, Human Resources or designee believes that the applicant pool lacks sufficient applications he/she will immediately notify the appropriate College/Campus President. The College/Campus President or his/her designee will consult with the department chair/division representatives and subject area faculty. After such consultation, the College/Campus President will make a decision to:
- continue with the applicant pool
 - extend the filing deadline
 - re-advertise the position
 - re-designate the position as full-time temporary
 - suspend the recruitment for the position
 - take alternative action arrived at through consultation

SECTION 6 - APPLICANT SCREENING, SELECTION AND INTERVIEW PROCESS

- 6.1 The area administrator and the department chair/division representative (or designee) are responsible for proposing a committee that meets the requirements of this section and the District's Equal Employment Opportunity Plan which requires, "whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications." The Academic Senate President and the College/Campus President are responsible for verifying the committee composition meets the requirements set out in Section 6.3.
- 6.2 The appointment of faculty members to serve on faculty Selection Advisory Committees shall be made using the following process:
1. Department Chair will make a recommendation to the Dean or area administrator.
 2. The Dean or area administrator will make a recommendation to the Vice President that ensures compliance with the committee makeup as required by this Administrative Regulation.
 3. The Vice President will forward a recommendation to the College/Campus President.
 4. The College/Campus President will reach mutual agreement with the Academic Senate President. Should the parties fail to reach mutual agreement in either instance, the process identified in Administrative Regulation 2510 shall govern.

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- 6.3 The Selection Advisory Committee shall consist of not less than five (5) individuals, nor more than ten (10). The majority of the committee shall be faculty. The area administrator shall also serve on this committee. The remainder of the seats may be filled by members of the faculty or members of the community having special expertise.
- 6.3.1 An effort shall be made to ensure that a majority of the committee members come from the college/campus where the vacancy exists, and that a majority of the committee is also from within the discipline. In the event that it is not possible to meet both of these standards, maintaining the faculty majority from the college/campus where the vacancy exists shall take precedence. Should enough faculty from the discipline NOT be available at the college/campus where the vacancy exists, an effort shall be made to obtain faculty from the division in which the discipline resides. The committee may choose to obtain faculty from the discipline from other college/campuses; however, this should not be done to the extent that such augmentation would result in a majority of the Selection Advisory Committee coming from those other colleges/campuses.
- 6.4 Each member of the Selection Committee, including any community member having special expertise, must be certified by the District's Equal Employment Opportunity Officer as having been trained on the Equal Employment Opportunity laws, principles and values, according to the District's EEO Plan, within the past eighteen (18) months.
- 6.5 All members of the Selection Advisory Committee shall be voting members.
- 6.6 The area administrator will convene the initial meeting of the Selection Advisory Committee and shall provide written instructions to the committee, which shall include this Administrative Regulation 7120. Each committee member is responsible for ensuring compliance with the District's EEO regulations throughout the process. These instructions shall be reviewed by the committee at this time. Also at this initial meeting, the committee shall elect its ongoing chairperson from among its members, preferably a faculty member. The committee shall then establish a timeline for carrying out the functions of the committee.
- 6.7 The committee has the professional responsibility to maintain strict confidentiality in matters pertaining to information about the candidates, such as applicant names, contents of applicant files, interviewee's responses, committee deliberations, reference checks or other information that might compromise the integrity of the process. Committee members will be required to sign a confidentiality statement. Failure to adhere to this section may result in disciplinary action.

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- 6.8 Applicant files will not be released to the Selection Advisory Committee members until:
- written approval of the committee members and composition of the selection advisory committee has been received in Human Resources
 - the Vice Chancellor, Human Resources, or designee, has certified the applicant pool in accordance with the District's Equal Employment Opportunity Plan
 - names of committee members and committee chair
 - interview questions including at least one question to elicit a candidate's sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students
 - selection criteria for paper screening including criteria to rate the applicant's answer to the diversity question
 - a tentative timeline
 - teaching and/or demonstration topics (if applicable), and writing prompt(s) (if applicable)
- 6.9 The Selection Advisory Committee shall be entrusted with the responsibility of selecting the most qualified candidates for the position. Fulfillment of this responsibility shall include:
- a review of the job announcement
 - reviewing both the full-time and part-time faculty contract to make sure that any relevant provisions related to eligibility or hiring that are expressly stated in the contract are being followed
 - establishing paper screening criteria for desirable candidates and designating relative weight for the established criteria based on the essential functions and desirable qualifications sections of the job announcement
 - reviewing applicants' files
 - establishing interview questions

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- establishing the criteria for any teaching demonstrations and/or demonstrations of competence in writing or other performance indicators related to the subject deemed necessary of each applicant
 - selecting a minimum and maximum number of candidates to interview
 - conducting interviews with the selected candidates in a professional manner
 - selecting the candidates to be recommended to the College/Campus President
 - providing a written rationale to the College/Campus President for the candidates being recommended for the position
- 6.10 An Applicant Screening Subcommittee composed of at least the area administrator, the Selection Advisory Committee Chair or his/her designee, and an additional faculty member from the Selection Advisory Committee will conduct the initial screening of the applications. The Selection Advisory Committee Chair will ensure that the discipline is represented on the Applicant Screening Subcommittee. Any other member of the Selection Advisory Committee may also participate in the initial screening. The initial screening of applications will normally provide no more than twenty (20) applicant files for screening by the whole Selection Advisory Committee.
- 6.11 The Selection Advisory Committee shall select applicants for an interview who best meet the desired qualifications listed on the job description.
- 6.12 Committee members must participate in all components of the committee screening process and be present at all candidate interviews in order to evaluate and vote on the recommendation of candidates.
- 6.13 The Selection Advisory Committee shall conduct interviews and candidates will be evaluated with respect to, but not limited to, the following criteria:
- subject area knowledge and competency
 - teaching/service and communications skills
 - commitment to professional growth and service
 - potential for overall professional effectiveness
 - sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of the students

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- teaching or skill demonstrations and/or writing samples

6.14 Upon completion of all of the interviews the Selection Advisory Committee Chairperson shall lead a discussion of the strengths of the candidates. The committee shall normally recommend to the College/Campus President three (3) highly qualified candidates for final consideration. If the Committee cannot recommend three candidates, the Committee shall indicate to the College/Campus President why fewer than three are being recommended.

The Selection Advisory Committee will verify that all finalists meet the minimum educational and/or vocational qualifications as set by regulation or have met equivalency as determined by the department and approved by the Academic Senate Equivalency Committee.

6.15 The area administrator and a discipline-specific/closely related faculty member will be responsible for conducting the reference checks on those candidates to be recommended to the College/Campus President for final selection. If the area administrator conducting reference checks finds the results could change the Selection Advisory Committee recommendations, the committee shall be reconvened for further deliberations.

6.16 The Selection Advisory Committee shall provide the written comments for each candidate, in alphabetical order, as a further means of communicating its recommendations. Any candidate whose name is sent forward to the College/Campus President shall be considered among the most highly qualified to fulfill the requirements of the position. If the Selection Advisory Committee cannot recommend any of the candidates, the hiring process shall reopen or the position shall be re-designated as a full-time temporary position. If, after consultation between the Selection Advisory Committee and the College/Campus President, neither of these two options is deemed viable then further action will be arrived at by broader consultation of the constituencies.

6.17 The College/Campus President shall interview those candidates sent forward by the Selection Advisory Committee. The College/Campus President may involve other senior administrators in this interview. Prior to interviewing the candidates, the interview questions must be submitted to the District's Human Resources Office to ensure they comply with legal guidelines. After all interviews are complete a faculty member from the Selection Advisory Committee and the area administrator, one of whom is the Selection Advisory Committee Chair, shall meet together to discuss with the College/Campus President the Committee's recommendations. The College/Campus President may choose from any of those candidates sent forward.

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- 6.18 If the College/Campus President cannot recommend one of the candidates whose names were sent forward, she/he shall reconvene the Selection Advisory Committee to discuss why the committee's recommendations cannot be supported. If following such discussions, the College/Campus President still cannot recommend one of those sent forward:
- a) additional recommendations may be sent forward by the Selection Advisory Committee or
 - b) the College/Campus President may reopen the search

SECTION 7 – NOTIFICATION OF APPLICANTS AND CANDIDATES

- 7.1 All applicants and candidates for positions in the State Center Community College District shall be notified in a timely manner regarding disposition of their applications by the District's Human Resources Office.
- 7.2 The area administrator will make an offer of employment contingent upon Board Approval. This contingent offer must be confidential until the Board of Trustees approval. After approval by the Board of Trustees, the formal offer of employment shall be prepared and issued from the District's Human Resources Office.

SECTION 8 – APPOINTMENT OF FACULTY DURING NON-DUTY TIME

- 8.1 At the end of each semester, each college's Academic Senate will compile a list of full-time faculty available to serve on emergency Selection Advisory Committees during either the winter break or summer. This list shall be provided to each College/Campus President. The senates will also provide a schedule of Academic Senate Executive Board member(s) who will be available for consultation during those times. This process will help to ensure that sufficient numbers of faculty are always available to serve on Selection Advisory Committees.

SECTION 9 – EQUIVALENCIES

- 9.1 The faculty employment application shall include a section in which applicants can describe the exceptional experiences, backgrounds or degrees which would be equivalent to the stated degree(s) or experience requirements. The applicant must indicate why she/he thinks she/he has the equivalent to the exact degree(s) or experience stated in the minimum qualifications.
- 9.2 The Academic Senate at each campus shall maintain within its structure a standing committee for the purpose of determining the validity of equivalency petitions.

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- 9.3 In assessing the appropriateness of an equivalency petition, the college's Academic Senate equivalency process should determine if the applicant possesses qualifications that are at least equivalent to the minimum qualifications specified by the State Chancellor's Office. (California Code Regulations, Title 5 Section 53430.) The determination of equivalencies that meet the minimum standard will occur through a detailed review of the equivalency petition as outlined by that college's Academic Senate equivalency process.
- 9.4 Upon this review, a written statement of approval or denial of the equivalency petition for a finalist shall be forwarded to the District's Human Resources Office's designee who will then upload and attach the statement to the applicant's file. If an equivalency petition is formally approved, the candidate shall remain a finalist. If an equivalency petition is formally denied, the applicant will cease to be a finalist. The Selection Advisory Committee chair will monitor the progress of the Academic Senate equivalency review process to ensure that the process is completed in a timely manner.

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DEFINITIONS

Applicant: An individual having submitted a complete applicant file for the position by the filing deadline.

Area Administrator: A dean or other appropriate administrator as designated by the college/campus president.

Candidate: An applicant who has been selected for an interview.

Complete Faculty Applicant File: District's Academic Employment Application, supplemental application form (if required for the position), a Letter of Application explaining applicants experience as it relates to each item listed under the desirable qualifications on the job announcement, a resume, copies of all graduate and undergraduate transcripts indicating conferred degree(s), completed Petition for Equivalency Question if needed, three written statements of recommendation dated no later than three years prior to the filing deadline.

Emergency Recruitment: The recruitment for a vacancy which, in the opinion of the college/campus president, occurred unexpectedly and one for which the normal recruitment timeline would cause a hardship or delay in the start of classes.

Equal Opportunity Employment: State Center Community College District is committed to Equal Employment Opportunity. It is the policy of the State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or other similar factors as defined by law. SCCCD is a Title V employer.

Recruitment Period: The time span, normally forty-five (45), but not less than thirty (30), calendar days, during which application materials will be accepted for consideration for a particular vacancy.

Select Pool: Will normally consist of the top twenty (20) applicants.

Temporary Full-Time Hire: An individual who shall normally be offered a contract for a maximum of one (1) year.

Legal Reference: Education Code section 87360
 Title 5 section 53024 (a)2

Adopted by Chancellor's Cabinet August 18, 2008
Revised by Chancellor's Cabinet January 25, 2016

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**State Center Community College District
Selection Advisory Committee
Confidentiality Statement**

All individuals involved in the process of selecting new faculty members are expected to honor the requirements contained in Administration Regulation 7120 and to respect the confidentiality of candidates' personal and professional goals and current position.

- State Center Community College District is committed to conducting an open and equitable search process which conforms to the District's Equal Employment Opportunities regulations as well as the legal requirements of the State of California.
- The official spokesperson for the search will be the Committee Chairperson. Committee members should not discuss the search with anyone outside the Committee.
- All candidate files are considered confidential and must be maintained and reviewed in a manner that ensures that candidates' identities are not divulged to members of the college or the community.
- Information on whether or not an individual is a candidate and candidates' status at each stage of the search is considered confidential.
- Search Committees have the professional responsibility to maintain strict confidentiality in matters pertaining to information about the candidates, such as, applicant names, contents of applicant files, interviewee's responses, committee deliberations, reference checks or other information that might compromise the integrity of the process.

Date: _____ Signature: _____

Print Name: _____

Position Number: _____

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