

Chapter 7 - Human Resources

AP 7120 Recruitment and Hiring: Faculty

References:

Education Code Sections 87100 et seq., 87400, and 88003; Title 5 Section 53000 et.seq.; Mt. San Antonio College Equal Employment Opportunity Plan; Accreditation Standard III.A; Immigration Reform and Control Act (IRCA, Public Law 99-603)

Preamble

Mt. San Antonio College seeks to hire qualified and diverse faculty. The process of faculty position creation, prioritization, and recruitment should be a collaborative effort between academic managers, discipline faculty, faculty leadership, and Human Resources to address student needs. Every effort should be made to respect the expertise of discipline faculty in the goal of reaching mutual agreement on the College's annual faculty hiring priorities. The College's mission and goals, strategic planning documents, regional and national accreditation standards, and the College's Equal Employment Opportunity Plan will guide and inform this process.

Full-Time Faculty Selection Procedures

The following provisions are applicable to all non-management, academic, full-time positions:

A. Vacant Faculty Positions

1. Full-Time Tenure-Track Positions: The need for contract tenure-track faculty shall be developed by each department and recommended to the area administrator in the Spring semester for positions requested to be hired for the following academic year (e.g., Spring 2016 for academic hiring for 2016-17, start date of Fall 2017). Department chairs, academic managers, and the Academic Senate Executive Board, to the fullest extent possible, should develop a clear, concise set of criteria by which to evaluate position requests that are disseminated in advance of position review and based on the values and documents referenced in the preamble of this AP. The area administrator, in consultation with the department chairs, academic managers, or a representative of the department if a department chair is not available, will prioritize the requests submitted by the departments within the division and will forward them to the Vice President, Instruction by the end of the Spring semester. The Vice President, Instruction will provide the lists of requests for faculty positions prioritized by each division to the Academic Senate. The Instruction Team and the Academic Senate Executive Board will independently prioritize the submitted requests. The priorities for the Academic Senate and Instruction Team will be brought to Academic Mutual Agreement Council (AMAC) for the development of a single list to represent the faculty positions priorities for the College. The prioritized list shall be submitted to the College President/CEO for a decision regarding the number of positions approved for hire in the following academic year.

The College President/CEO will issue instructions to Human Resources regarding filling the open positions based on the following procedures listed under Recruitment below.

2. Replacement Positions: When a faculty member submits a formal notice of resignation or retirement after prioritization occurs, but before the end of the Fall semester, a replacement for the vacancy must be requested by the department and the area administrator using the forms developed for requesting a faculty position. The determination will be made by AMAC, after consultation with the department chair and area administrator, whether to replace, to open recruitment for the next on the list, or to not fill the position. If the position is not filled, it will remain a vacancy for reconsideration the following year.
3. Emergency Replacement: When a department experiences an unexpected vacancy, other than retirement, the decision to replace will be made by mutual agreement in AMAC. The department, in consultation with the area administrator, should submit a request for a faculty position as described under Section 2 (Replacement Positions) above.
4. Following approval by AMAC, the President/CEO will issue instructions to Human Resources using the Request to Fill (RFT) form to fill the open positions based on the procedures listed under section B, Recruitment of Full-Time Tenure Faculty, below.

B. Recruitment of Full-Time Tenure Track Faculty

It is the policy of the College that all full-time position vacancies be advertised in and out of the District.

The appropriate subject area faculty, together with the area administrator, shall develop the faculty position descriptions, requirements, and preferred qualifications.

The job posting will include all job-related skills, minimum qualifications, occupational licenses or certificates, and any applicable qualifications recommended by faculty when appropriate. Criteria for hiring that go beyond the minimum qualifications shall be established in compliance with EEO regulations.

The job posting will be approved by the appropriate Vice President and the Academic Senate President. If any changes are recommended which differ from those submitted by the department, consultation with department representation will be held prior to advertising for the position. Every attempt will be made to obtain agreement. If this is not possible, the recommendation of the College President/CEO will be used.

C. Applications for Employment

The employment application form is the document by which standard information about each applicant is obtained. In addition to the standard form, a supplemental questionnaire may be used for certain positions to gather specialized job-related information for use in the screening process. All applicants shall submit completed application forms, a résumé, and transcripts of all relevant college work completed. Departments, in consultation with their area administrator, will determine whether to require letters of recommendation or whether to make letters of recommendation optional at the time the job posting is prepared. Documents will be submitted into the system electronically by the applicant or Human Resources. In addition, the applicant may include other pertinent materials to be used in the screening process. All application materials shall be addressed to Human Resources and will be kept on file in accordance with established rules.

State law allows local districts to establish equivalencies to the degree or experience requirements. If the position announcement allows applicants to have equivalent qualifications, they must be verified by documentation. This documentation will be considered part of the application. Human Resources will determine if the applicant meets minimum qualifications. When appropriate or necessary, Human Resources will consult with the Academic Senate President regarding verification of minimum qualifications. The Academic Senate President will review all equivalency requests before including candidates in the applicant pool to be reviewed by the Screening Committee.

D. Screening Committees

The Screening Committee shall consist of one area administrator, department chair and three faculty persons selected by vote of the department. If the department chair is not available, a fourth faculty person shall be selected by vote of the department. If the department wishes to select faculty persons from outside the department, this is permissible. These five persons will be voting members. All Screening Committees will include an Equal Employment Opportunity Representative. This individual shall be a non-voting member of the Committee and will be appointed by Human Resources, in consultation with the Academic Senate President. The voting members of the Screening Committee shall elect the Screening Committee Chair. The Screening Committee may appoint two additional non-voting Screening Committee members who may be managers, industry representatives, faculty, classified staff, and/or students. The Academic Senate President, or designee, shall approve faculty appointments to the Screening Committee.

The Screening Committee will electronically screen all applications which meet Minimum Qualifications or locally established equivalencies, as well as other job-related criteria, determine the list of candidates to be interviewed, and conduct the interviews. Any Committee member who does not complete screening tasks assigned to the Committee will be removed from the Committee. Departments shall make an effort to establish a diverse Committee membership with regard to ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, marital status, economic status, military and veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Each Committee, upon its formation, will coordinate with the Equal Employment Opportunity Officer to confirm that the procedures it will be following in screening and interviewing will conform to the College's equal employment and non-discrimination policies. All members of the Screening Committee will have Equal Employment Opportunity training in accordance with Title 5 Section 53003(c)(4).

E. Interviews

In coordination with the area administrator, Human Resources will make the necessary arrangements for all interviews, which will be conducted by the Screening Committee. Every effort will be made by Human Resources and the Screening Committee Chair to schedule interviews so that they will not conflict with classes taught by Committee members or applicants. Any conflicts will be discussed with Committee members or applicants prior to scheduling. The established College interview procedure shall be used in all interviews. Questions to be asked in the interviews will be developed and agreed upon by the Committee in conjunction with the Chief Human Resources Officer, or designee before

applications are released to the Screening Committee. The questions will be subject to approval by the, Chief Human Resources Officer, or designee, to ensure that they are not illegal or discriminatory.

F. Final Selection

It will be the Screening Committee's task to recommend two or more applicants for interview by the College President/CEO and/or designee(s). A recommendation of fewer than two candidates must be accompanied by a written explanation. The Screening Committee's recommendations and all interview materials must be sent to Human Resources. The Screening Committee's recommendations and evaluation sheets on the finalists will be sent forward to the College President/CEO and/or designee(s) and will be taken into consideration when making the final selection. The College President/CEO will make the final recommendation to the Board of Trustees.

The final interview shall include the College President/CEO or his/her designee, the appropriate Vice President or designee, the chair of the Screening Committee, and the EEO representative. If the chair of the Screening Committee is the area administrator, then the faculty department chair or designee will be invited to participate. Likewise, if the Screening Committee chair is a faculty member, then the area administrator will be invited to participate. The College President/CEO or designee may request additional candidates to be identified by the Screening Committee if he/she determines that the candidates recommended by the Screening Committee do not meet Mt. San Antonio College standards. In such cases, the Screening Committee will reconvene to determine if it will recommend two or more additional candidates for interview or to recommend additional recruitment for additional applicants.

G. Board Approval

The College President/CEO or designee will submit the selected finalist to the Board of Trustees for approval.

- H. Temporary Full-time Positions: Either when a vacancy remains unfilled after the prioritization process because of a failed recruitment or when a department demonstrates a need for a full-time position because of program expansion or loss of faculty after the prioritization process, a department may request a one-year, temporary full-time position. Such requests require the approval of the appropriate Dean and Vice President, who, after consultation with AMAC, will take the request to President's Cabinet for final approval. Candidates for temporary positions may be drawn from applicant pools formed for a tenure-track position or from other sources. If a search is conducted, every effort will be made to notify part-time faculty of the opportunity to apply for the temporary position. Candidates for temporary positions must have the support of the department chair and appropriate administrator.

A Selection Committee will be formed and a formal interview will be held using the processes outlined below.

1. Screening - Temporary Positions: The Screening Committee shall consist of one area administrator, the department chair, and one to three faculty chosen by the department. If the department wishes to select faculty persons from outside the department, this is permissible. These individuals will be voting members of the Committee. The voting

members of the Screening Committee shall elect the Screening Committee Chair. The Screening Committee may appoint two additional non-voting Screening Committee members who may be managers, industry representatives, faculty, classified staff, and/or students. The Academic Senate President or designee may approve faculty appointments to the Screening Committee.

The Committee will screen all applications meeting job-related criteria, determine the list of candidates to be interviewed, and conduct the interviews. Departments shall make an effort to establish a diverse Committee membership with regard to ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship, status, marital status, economic status, military and veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Each Committee, upon its formation, will coordinate with the Equal Employment Opportunity Officer to confirm that the procedures it will be following in screening and interviewing will conform to the College's equal employment and non-discrimination policies.

2. Interviews - Temporary Positions: The Screening Committee Chair will schedule interviews so that they will not conflict with classes taught by Committee members or applicants. Any conflicts will be discussed with Committee members or applicants prior to scheduling. The established College interview procedure shall be used in all interviews. Questions to be asked in the interviews will be developed and agreed upon by the Committee in conjunction with the Chief Human Resources Officer or designee before applications are released to the Screening Committee at least one day before the interviews begin.
3. Final Selection of Temporary Positions: It will be the Screening Committee's task to recommend one or more candidates for an interview by the appropriate Vice President. The final interview shall include the appropriate Vice President, the department chair or designee, and the area administrator or designee. The appropriate Vice President will make the final recommendation to the Board of Trustees.

Hourly Academic Employee Selection Procedures

The following provisions are applicable to instructional part-time hourly positions:

A. Vacancy

Appropriate department chairs, program supervisors, or directors will inform the appropriate Division when openings for part-time positions occur and provide updates to job postings.

The job posting will include all job related skills, minimum qualifications, equivalencies, occupational licenses or certificates, and any additional qualifications recommended by faculty when appropriate. Criteria for hiring that go beyond the minimum qualifications shall be established in compliance with EEO regulations.

B. Recruitment

Human Resources will recruit applicants in consultation with the department requesting the hire.

C. Screening

Human Resources will screen the applications to determine candidates who meet the minimum qualifications or equivalencies. Any application for equivalency shall be forwarded to the Academic Senate President for approval. At least one faculty/program supervisor or department chair from the appropriate discipline will review the resulting group of candidates and select candidates for interviews.

D. Interviews

At least one faculty/program supervisor or department chair from the appropriate discipline will interview qualified applicants. Based on interview results, the faculty program supervisor or department chair will create a pool of available candidates. A list of these candidates will be sent to Human Resources.

E. Maintaining the Pool

Such a pool will be maintained and updated by Human Resources (with proper notification to the division) on an annual basis in order to be available when hiring is required.

F. Hiring

The department chair, program supervisor, or director will select from the pool a candidate(s) for hire as needed and submit hiring documentation to the appropriate division office, which will forward the information to Human Resources.

G. Emergency Procedures

Whenever a qualified candidate is not available from the pool for a specific position, every effort will be made to apply the aforementioned procedures. When this is not possible, the division dean or division designee will consult with faculty within the discipline before selecting a candidate for hire. If no discipline faculty are available for consultation, the division designee may complete the selection process. Persons selected will be required to go through the hiring procedures before employment can begin.

Faculty Conditions of Employment and Assignment

Required Personnel Records

- A. Academic personnel must provide the following information and records for Human Resources: (1) credentials or verification of minimum qualifications; (2) professional records and official, sealed college transcripts; and (3) verification of freedom from active tuberculosis (in accordance with prescribed regulations). New employees must secure this verification prior to their first day of employment (results obtained up to 60 days prior to start date are acceptable); continuing employees shall file verification every four years from the previous date of clearance; failure to comply may result in the withholding of next month's payroll warrant until this requirement is satisfied; (5) fingerprint clearance (LiveScan); (6) Employment and/or vocational verifications; and (7) other required employment documents or clearances.

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