

# 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)**

### Applicant Travel Reimbursement

~~The College is authorized to pay for and/or reimburse necessary traveling expenses to and from the College for candidates who travel to the College for full-time faculty interviews.~~

### Eligibility for Reimbursement

~~Full-time faculty (contract and regular) applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview for the following classifications of positions will be eligible for the reimbursement.~~

### Reimbursable Expenses

- ~~A. The College shall reimburse up to a total of \$500 for actual and necessary traveling expenses associated with the applicant's interview. Any expenses exceeding this amount shall be the applicant's responsibility.~~
- ~~B. Travel may be by air, private or rented automobile, bus, or rail. Expenses for lodging, meals, parking, and incidental expenses such as cab fare shall be considered appropriate expenses. Expenses for lodging and meals are subject to approval by the Vice President, Human Resources. It is expected, however, that airline tickets will be booked at coach or tourist class rates.~~
- ~~C. Mileage for using one's own car shall be reimbursed at the appropriate College mileage rate, not to exceed what it would have cost for air fare.~~
- ~~D. Reimbursement is limited to the expenditures incurred by the applicant on behalf of himself/herself only.~~
- ~~E. The total number of travel days for which lodging and meal expenses may be claimed will normally be limited to one day prior and one day following the interview depending on the distance to be traveled and the time of the interview. Exceptions will be determined by the Vice President, Human Resources in consultation with the appropriate hiring managers.~~

## Required Documentation for Reimbursement

~~Applicants shall submit to the Office of Human Resources a Candidate Reimbursement for Interview Form providing all required documentation of expenses within 30 days of completing travel. Original receipts for lodging and carrier expenses must be submitted in order for the applicant to be reimbursed. The Candidate Reimbursement for Interview Form will be authorized by Human Resources.~~

## 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. Faculty Positions

1. ~~Growth~~ **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 ~~these~~ **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 ~~growth~~ positions priorities for the College. The prioritized list shall be submitted to the College President/**CEO** for a decision regarding the number of ~~growth~~ positions approved for hire in that **for the following** academic year.

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

2. ~~Vacancy~~ **Replacement Positions**: When a faculty member submits a formal notice of resignation or retirement or ~~does not have his/her contract renewed~~ **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. ~~If the vacancy is declared before the end of the fall semester, replacements will be considered in AMAC based on documentation of need. 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 that year. If the position is not filled that year, it will remain a vacancy for reconsideration as a replacement the following year.~~

~~Following approval by AMAC, the Vice President of Instruction will issue instructions to the Office of Human Resources regarding filling the open positions based on the following procedures listed under Recruitment below.~~

3. ~~Unusual Situations~~ **Emergency Replacement**: When a department experiences **an unexpected** vacancy, **other than retirement**, ~~due to faculty reassignment or to department restructuring,~~ 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 (~~Vacancy~~ **Replacement Positions**) above.
4. ~~Following approval by AMAC, the Vice President of Instruction will issue instructions to the Office of Human Resources~~ **using the Request to Fill (RFT) form to fill** regarding filling the open positions based on the following procedures listed under **section B, Recruitment of Full-Time Tenure Faculty**, below.
4. ~~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.~~

- a. ~~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. Every effort will be made to establish a diverse committee membership with regard to sex, race, color, ancestry, religious creed, national origin, age, medical condition, mental and physical disabilities, marital status, sexual orientation, or Vietnam Era Veteran Status.~~

- ~~b. 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. The questions will be subject to approval by the Vice President, Human Resources, or designee, to ensure that they are not illegal or discriminatory.~~
- ~~c. 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 Vice President will make the final recommendation to the Board of Trustees.~~

## **B. Recruitment of Full-Time Tenure Track Faculty**

~~Full-time Tenure Track: 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 desired qualifications.

The job notice **posting** will include all job-related skills, requirements **minimum qualifications and locally established equivalencies, occupational licenses or certificates**, and any additional **applicable** qualifications recommended by faculty when appropriate. Criteria **Preferred qualifications** for hiring that go beyond the minimum qualifications may be established by the College and will usually be limited to knowledge in the specific subjects to be taught.

The position descriptions **job posting** will be approved by AMAC **the appropriate Vice President and the Academic Senate President**. If any changes are recommended by AMAC 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** application form 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 the **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 hiring brochure **job posting** is prepared. Documents will be submitted into the system electronically either by the applicant or the Office of Human Resources. In addition, the applicant may include other pertinent materials to be used in the screening ~~process~~ **process**. All application materials shall be addressed to the Office of Human Resources and will be kept on file for three years **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, the Office of 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 ~~meeting~~ **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 prescreening tasks assigned to the committee will be removed from the committee. ~~Every effort will be made to establish a diverse Committee membership with regard to sex, race, color, ancestry, religious creed, national origin, age, medical condition, mental and physical disabilities, marital status, sexual orientation, or Vietnam Era Veteran Status.~~ Each committee, upon its formation, will contact 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. **Each Committee, upon its formation, will contact 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 hiring **screening** committee will have Equal Employment Opportunity training in accordance Title 5 Section 53003(c)(4).

#### E. Interviews

In coordination with the area administrator, the Office of Human Resources will make the necessary arrangements for all interviews, which will be conducted by the Screening Committee. Every effort will be made by the Office of 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 Vice President, Human Resources, or designee, at least one day before the interviews begin. The questions will be subject to approval by the Vice President, Human Resources, 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 the Office of 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, 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 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

Prior to submission of the selected finalist to the Board of Trustees, the College President/CEO, or designee, will review any selection that does not align with recommendations from the Screening Committee with the Academic Senate President, or designee. Upon selecting the finalist for submission to the Board of Trustees, the College

President/CEO will inform the area administrator of the decision, who will inform the members of the Screening Committee as to the decision.

#### H. Revision

The hiring process and its procedures are subject to review and revision at the request of the Academic Senate, College President/CEO, or the Board of Trustees.

#### Faculty Conditions of Employment and Assignment

##### Required Personnel Records

- A. Academic personnel must provide the following information and records for the Office of 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. 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) and (6) Employment and/or vocational verifications.
- B. The following information and records must be provided for the Payroll Office: (1) Employee's Withholding Exemption Certificate; (2) Loyalty Oath; and (3) Copy of Social Security Card and California Driver's License.
- C. The Office of Human Resources must be notified whenever changes occur which make records incorrect.

#### Hourly Academic Employee Selection Procedures

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

##### A. Vacancy

Appropriate department chairs, program supervisors, directors, and/or faculty will inform the appropriate Division when openings for part-time positions occur and determine how recruitment should be conducted, as well as provide updates to job notice.

The job notice will include all job related skills, requirements and any additional qualifications recommended by faculty when appropriate. Criteria for hiring that go beyond the minimum qualifications may be established by the College and will usually be limited to knowledge in the specific subjects to be taught.

##### B. Recruitment

The Office of Human Resources will recruit using widespread local announcements with sufficient time for applicants to respond.

##### C. Screening

At least one faculty/program supervisor or department chair from the appropriate content area will screen the applications to determine candidates who meet the minimum qualifications or equivalencies. From this group candidates will be selected for interviews.

#### D. Interviews

At least one faculty/program supervisor or department chair from appropriate content area will interview qualified applicants. Based on interview results and after references are checked by the Vice President or the supervising manager, the Committee will create a pool of available candidates. A list of these candidates will be sent to the Office of Human Resources.

#### E. Maintaining the Pool

Such a pool will be maintained and updated by the Division (with proper notification to the Office of Human Resources) during the calendar year in order to be available when hiring is required.

#### F. Hiring

The department chair or designee will select from the pool a candidate(s) for hire as needed and submit hiring documentation to the Office of Human Resources.

#### G. Emergency Procedures

Whenever a qualified candidate is not available from this pool for a specific position, every effort will be made to apply the aforementioned procedures. When this is not possible, the Division Dean or Associate Dean will consult with faculty within the content area before selecting a candidate for hire. Persons hired or rehired will be required to go through the required hiring procedures before employment can begin.

#### H. Revisions

This hiring process and its procedures are subject to review and revision at the request of the Academic Senate, College President/CEO, or the Board of Trustees.

Approved: November 10, 2009

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Approved: