

**Hiring Screening Process
Human Resources
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Education Code Section 87360: Hiring Criteria

In establishing hiring criteria for faculty and administrators, district governing boards shall develop criteria that include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board.

Development of Full-Time Tenure-Track Positions (AP 7120)

1. 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).
2. 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.
3. The area administrator, in consultation with the department chairs, academic managers, or a representative of the department, 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.
4. The Vice President, Instruction will provide the lists of requests for faculty positions prioritized by each division to the Academic Senate.
 - o The Instruction Team and the Academic Senate Executive Board will independently prioritize the submitted requests.
 - o 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.
 - o The prioritized list shall be submitted to the College President/CEO for a decision regarding the number of positions approved for hire in for the following academic year.

Recruitment of Full-Time Tenure-Track Faculty

1. It is the policy of the College that all full-time position vacancies be advertised in alignment with the District's Equal Employment Opportunity Plan.
2. The appropriate subject area faculty, together with the area administrator, shall develop the faculty position descriptions, requirements, and preferred qualifications.
3. The job posting will include all job-related skills, minimum qualifications, occupational licenses or certificates, and any applicable qualifications recommended by faculty when appropriate.
4. The job posting will be approved by the appropriate Vice President and the Academic Senate President.
5. Screening Committees:
 - o The Screening Committee shall consist of one area administrator, department chair, and three faculty persons selected by vote of the department.
 - o If the department chair is not available, a fourth faculty person shall be selected by vote of the department.
6. Interviews:
 - o In coordination with the area administrator, Human Resources will make the necessary arrangements for all interviews, which will be conducted by the Screening Committee.
7. 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).
- 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.

8. Board Approval

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

Recruitment and Hiring: Classified and Management Employees (AP 7121 and AP 7122)

1. Vacancy - A Request to Fill Form for approved positions are signed by the appropriate Vice President or the College President/CEO, and submitted to the Office of Human Resources. Such request should be accompanied by a current job description for the position.
2. Recruitment – It is the policy of the College that all positions vacancies be advertised in alignment with the District's Equal Employment Opportunity Plan.
 - Job announcements will be prepared based on information contained in the job description and information provided by the hiring manager.
 - Application - All applicants shall submit a completed application form that may include a cover letter, resume, and/or letter(s) of recommendation or other pertinent information.
 - Examination - For designated classified positions, a job-related examination may be required.
3. Screening for classified positions - For each classified position to be filled, the Office of Human Resources shall authorize the appointment of an advisory screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation and inclusive of campus organizational units. Using job-related criteria, the screening/interview committee will paper screen all applicants to determine a reasonable number to interview. The committee shall be constituted as follows:
 - Manager of position to be filled, or management designee;
 - One classified staff within department appointed by hiring manager, if available;
 - One classified staff from another department selected by the appropriate CSEA unit;
 - One member recommended by the Office of Human Resources as non-voting EEO representative; and Optional: Additional member as appointed by the College President/CEO.
4. Screening for management positions - For each management vacancy to be filled, the Vice President, Human Resources shall authorize the appointment of a screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation, constituted as follows:
 - Office of Human Resources Representative, Chairperson (non-voting);
 - Manager of position to be filled;
 - Two managers appointed by the College President/CEO;
 - Two faculty members selected by the Academic Senate;
 - One classified employee selected by the appropriate union bargaining unit; EEO Representative (non-voting) advisory; and
 - Optional: Additional member(s) as recommended by the College President/CEO. The President/CEO may determine that both classified bargaining units have an interest in the management position and appoint a second classified employee so that both groups are represented.
9. Interviews - The hiring manager develops Interview questions and writing assignments with assistance from an Office of Human Resources representative. The Office of Human Resources will make the necessary arrangements for all interviews.
10. Recommendation - It will be the committee's task to evaluate and rate the applicants using the established forms and procedures, and subsequently recommend the top applicants for final consideration by the manager. The appropriate manager will have the responsibility and authority for final selection. The manager will conduct reference checks on each finalist on a form provided by the Office of Human Resources. The manager will review his/her recommendations with his/her immediate supervisor and have the option to hold final interviews.
11. Board Approval - The College President's/CEO's Office will submit the selected applicant's name to the Board of Trustees for final approval.