

# Chapter 7 - Human Resources

## AP 7120 Recruitment and Hiring: Faculty

### References:

Education Code Sections 87100 et seq., 87400, and 88003 **and 87604.5**; 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~~ **shall be inclusive of equity and ethnic diversity when hiring** 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~~ **The professional experience and** expertise of discipline faculty **shall be utilized** 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~~**shall** guide and inform this process.

**All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the College's core values.**

### Full-Time Faculty Selection Procedures

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

**The Mt. San Antonio Community College District is committed to the principles of equal employment opportunity and has implemented a comprehensive Equal Employment Opportunity Plan to put those principles into practice. It is the College's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the College on the basis of ethnic group identification, race, color, national origin, religion, age, gender, gender identity, gender expression, genetic information, disability, ancestry, sexual orientation, marital 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.**

**The College shall strive to achieve a workforce that is welcoming to all individuals to ensure the College provides an inclusive educational and employment environment.**

**Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. The Equal Employment Opportunity Plan shall be maintained and reviewed on a regular basis to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.**

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 **each** develop a clear, concise set of criteria by which to evaluate position requests based on the values and documents referenced in the preamble of this AP, ~~that are~~ **The Academic Senate, area administrator, and area vice president** disseminated **s their criteria to each of their respective groups** in advance of position review, ~~and~~ 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~~**shall** prioritize the requests submitted by the departments within the division and ~~will~~**shall** forward them to the ~~area Vice Presidents, Instruction~~ **generally** by the ~~end of the Spring semester~~**mid-October**. The ~~area Vice Presidents, Instruction~~ **will****shall** provide the lists of requests for faculty positions prioritized by each division to the Academic Senate **Executive Board**. The ~~Instruction Team~~**College** and the Academic Senate Executive Board ~~will~~**shall** independently prioritize the submitted requests. **Positions projected to be fully funded from either categorical or restricted funding sources are exempted by the Academic Mutual Agreement Council (AMAC).** The priorities ~~for~~ **from** the Academic Senate and ~~Instruction~~**the College** ~~will~~**shall** 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~~ for 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~~**shall** 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~~**shall** 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~~ **may** 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 **sub-section A.2,** (Replacement Positions), above.

4. Following approval by AMAC, **a Request to Fill Form (new position or replacement), including any specialties, approved and signed by the appropriate Vice President and the College President/CEO shall be submitted to Human Resources.** The ~~appropriate Vice President or~~ President/CEO ~~will~~**shall** issue instructions to Human Resources using the ~~Request to Fill (RFT) form to fill the open positions~~ **regarding filling the position** based on the procedures listed under Section B, Recruitment of Full-Time Tenure **Track** 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 **unless a reduction in force, reorganization, or business necessity is determined by the President/CEO.**

The appropriate subject area faculty, ~~together with the~~ **department chair (if applicable), and** area administrator, shall develop the faculty position descriptions, requirements, and preferred qualifications.

The job posting ~~will~~**shall** include all job-related skills, minimum qualifications, occupational licenses or certificates, ~~and any applicable qualifications recommended by faculty when appropriate,~~ **and an equity and diversity statement.** Criteria for hiring that go beyond the minimum qualifications shall be established in compliance with **Equal Employment Opportunity (EEO) regulations to ensure inclusivity. All minimum qualifications shall be included on job postings in accordance with the most recent State Chancellor's minimum qualifications handbook.**

The job posting ~~will~~**shall** be approved by the appropriate Vice President and the Academic Senate President. If any changes are recommended ~~which~~ **that** differ from those submitted by the department, consultation with department representation ~~will~~**shall** be held prior to advertising for the position. Every attempt ~~will~~**shall** be made to obtain agreement. If this is not possible, the recommendation of the College President/CEO **or designee** ~~will~~**shall** 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, **cover letter,** 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~~ **verifying college work completed and degree earned from an accredited institution, a complete and thorough response to the diversity and equity supplemental questions, and other pertinent information that may be required. Applicants with non-United States-based degrees must submit a foreign transcript with a course-by-course evaluation that is equivalent to the required degree. The**

required degree must be conferred prior to the start date of the assignment. In addition, applicants may include other pertinent materials to be used in the screening process. Documents will ~~All application materials shall~~ be submitted into the system electronically by the applicant or ~~to~~ Human Resources ~~via the online applicant tracking system~~. 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. ~~All recruitment materials shall become the property of Mt. San Antonio College and shall be kept on file for three years.~~

Applications submitted by the initial screening deadline of the job posting shall be reviewed for complete documentation, verified degree from an accredited institution, and screened for minimum qualifications by Human Resources. When appropriate or necessary, Human Resources ~~will~~shall consult with the Academic Senate President regarding verification of minimum qualifications. A determination of equivalency for foreign courses is acceptable. 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~~shall be considered part of the application. Human Resources ~~will determine if the applicant meets minimum qualifications.~~ The Academic Senate President Equivalency Committee ~~will~~shall review all equivalency requests before including candidates in the applicant pool to be reviewed by the Screening Committee.

#### **D. Training for EEO Representative and Screening and Selection Committee Members**

Individuals serving on a screening and selection committee shall be required to participate in EEO and Screening and Selection Committee Member training within the two calendar years before the recruitment orientation meeting. Individuals who have not received this training shall not be allowed to serve on Screening and Selection Committees. Screening and Selection Committees cannot meet for orientation until all Committee members have been appointed and have participated in the training.

After the initial recruitment orientation meeting, Screening and Selection Committee members who do not complete tasks assigned to the Committee or who fail to participate in all scheduled meetings shall be removed by Human Resources and, if necessary, replaced on the Committee by the Academic Senate President or designee.

#### **E. Equal Employment Opportunity (EEO) Representatives**

EEO Representatives are required to participate in and monitor all phases of the recruitment process, including final interviews. EEO representation duties may be transferred to another EEO representative by Human Resources. EEO Representatives shall not be under the supervision of the area administrator or Committee chair.

Any organization or individual participating in the recruitment and screening of

personnel is an agent of the College, and, thereby, subject to the requirements, stipulations, and provisions of the EEO Plan.

College employees are trained by Human Resources to assist Screening and Selection Committees in ensuring that all applicants receive fair and equitable treatment and to advise on matters related to compliance with Title 5 EEO Regulations. EEO Representatives provide guidelines and instructions regarding equal employment opportunity, and they attend all meetings of the Screening and Selection Committee to ensure that equal employment opportunity principles are applied at each step in the screening and selection processes. EEO Representatives shall be individuals who will most likely be viewed by all Committee members and applicants as neutral, free of personal motivations and conflicts of interest, and shall be free from influence related to the vacant position. EEO Representatives are non-voting members of the Screening and Selection Committees and are appointed by Human Resources.

F. Screening and Selection Committees

For each faculty vacancy to be filled, the College Compliance Officer or designee shall authorize the appointment of a Screening and Selection Committee inclusive of campus organizational units. Screening and Selection Committees shall include a diverse membership, within the limits allowed by the California Community College Chancellor's Office, to ensure a variety of perspectives to assess applicants' qualifications. Options to achieve a balanced Screening and Selection Committee may include any of the following: ethnic group identification, race, color, national origin, religion, age, gender, gender identity, gender expression, disability, ancestry, sexual orientation, language, accent, citizenship status, marital status, economic status, military and veteran status, and medical condition. The College Compliance Officer or designee and Academic Senate President or designee shall verify the diverse composition of the Committee using written statements from the Committee members summarizing how their committee is diverse based on the diversity options listed above. All Screening and Selection Committee team members must have current EEO Screening and Selection Committee training. The Committee makeup shall be constituted as follows:

- Manager of position to be filled, or management designee;
- Department chair or designee, who shall be selected by department vote;
- Three to four faculty, including at least one chosen from a pool of faculty from outside the department approved by the Academic Senate President or designee and Human Resources; (The diverse pool of faculty will be established annually by the Academic Senate President or designee. The faculty member selected from the pool will serve to contribute a broad pedagogy and campus perspective.)
- One non-voting EEO Representative appointed by Human Resources. EEO Representatives shall not be under the supervision of the immediate area administrator or Committee chair (the College President/CEO is an exception); and
- Optional: Voting members of the Screening Committee may recommend up to two additional non-voting members who may be managers, industry representatives,

**faculty, classified staff, and/or students to provide content expertise to the Academic Senate President or designee and Human Resources for approval.**

~~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. **Non-voting members shall not participate in decision-making.** The voting members of the Screening **and Selection** Committee shall elect the Screening **Faculty** 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 **and Selection** Committee. **Faculty appointments may include part-time or probationary faculty.**~~

**The College Compliance Officer or designee shall approve the makeup of each Screening and Selection Committee. In cases where the College Compliance Officer has not affirmed the initially proposed composition of the Screening and Selection Committee, the College Compliance Officer shall work with the Academic Senate President to remedy the composition of the Committee in accordance with EEO guidelines and applicable provisions of the College's administrative procedures.**

**All complaints related to unfair recruitment, screening, and selection practices shall be investigated by Human Resources. Any individual found to have engaged in conduct inconsistent with EEO training and/or violated the board policies, administrative procedures, and Mt. SAC's EEO plan shall be removed from participating in hiring committees. The removal shall be for a minimum of six months up to a permanent removal based on the severity or frequency of the EEO violations and may be required by Human Resources to participate in additional training(s) as part of the remedies before serving on future recruitments.**

**If the committee composition is altered due to an EEO violation or due to a committee member no longer being available to serve, Human Resources shall collaborate with the Academic Senate President or designee to determine if a replacement committee member is needed and record those changes as part of the official recruitment records.**

#### **G. Applicant Screening**

**All screening materials (screening criteria, interview questions, writing assignments, teaching demonstrations, etc.) are developed by the Screening and Selection Committee with assistance, as needed, from Human Resources and are designed to solicit job-related information pertaining to the skills, abilities, and knowledge of the applicants.**

Human Resources shall review the aggregate data of the applicant pool submitted by the initial screening date, and if the pool is not diverse, Human Resources shall extend the recruitment posting and advertise to draw more diversity. Human Resources shall provide a written explanation for the extension. Human Resources shall provide the Screening and Selection Committee with aggregate demographic data for the applicants who meet minimum qualifications as part of their consideration for the Committee's overall review. The Screening and Selection Committee shall include at least one diversity and one equity compliance screening criteria as part of their evaluation of each applicant. Screening and Selection Committee members should reference the application for answers to the supplemental questions on diversity and equity compliance to evaluate the screening criteria. Screening and Selection Committees may also reference other sections of the application packet as part of their evaluation of diversity and equity compliance.

Human Resources shall review applications submitted after the initial screening date for completeness and minimum qualifications. If a candidate has requested an equivalency review, the discipline expert(s) and the Equivalency Committee shall review such applications made available from Human Resources. After the discipline expert(s) have reviewed the applications of those requesting equivalency, they may provide the results of their review to the Equivalency Committee for consideration. All equivalencies shall be determined by the Equivalency 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. **Committee members shall not keep any recruitment notes and shall provide all screening notes to Human Resources by the end of the recruitment process.** 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~~**shall** coordinate with the Equal Employment Opportunity Officer **College Compliance Officer or designee** to confirm that the procedures it will be following in screening and interviewing ~~will~~**shall** conform to the College's equal employment and non-discrimination policies. All members of the Screening **and Selection** Committee ~~will~~**shall** have Equal Employment Opportunity training in accordance with Title 5 Section 53003(c)(4).~~

1. Ensure that meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse backgrounds of community college students, including: ethnic group identification, race, color, national origin, religion, age, gender, gender identity, gender expression, genetic information, disability, ancestry, sexual orientation, marital status, military and

veteran status, and medical condition;

2. Ensure that meaningful consideration is given to the extent to which applicants demonstrate knowledge of multi-culturalism, of training in cultural proficiency, and the history and culture of underrepresented groups and groups that have experienced discrimination in ways relevant to the specific position;
3. Be based solely on job-related criteria; and
4. Be monitored by means consistent with this section to detect and address adverse impacts that occur for any protected group.

The Screening and Selection Committee shall electronically screen all applications which meet Minimum Qualifications or locally established equivalencies, as well as other job-related criteria. Screening and Selection Committee members shall only evaluate the application and supporting documentation submitted by the applicant. Committee members are prohibited from utilizing any information outside of the application and supporting documentation to evaluate the applicant as part of the screening and selection process. Any Committee member who does not complete screening tasks assigned to the Committee shall be removed from the Committee. Through the screening process, the Screening and Selection Committee shall select a group of candidates that are highly qualified and reflect diversity as listed in G(1) above to interview.

Committee members may be used as a reference for applicants applying for the position(s) for which they are serving as members. Committee members who are listed as references may only speak to prior knowledge of the applicant at the reference stage of the hiring process.

Approved screening criteria and interview materials developed at the recruitment orientation meeting shall not be modified without approval by the College Compliance Officer or designee.

#### H. 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. After the Screening and Selection Committee has reviewed, evaluated, and determined the applicants moving forward for interviews, Human Resources shall make the necessary arrangements for all interviews. The time frame for notification should be at least 14 calendar days to allow applicants time to make necessary arrangements. Exceptions to the notification timeframe shall be made with the approval of the College Compliance Officer or designee but shall not be reduced to less than 7 calendar days' notice.~~ 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. Interview dates and timeframes shall be established by the Screening and Selection Committee members during the



~~recruitment orientation meeting.~~ 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. **Human Resources shall provide the Screening and Selection Committee with aggregate demographic data for the applicants who were selected for interviews. The established College interview procedures shall be used in all interviews. Interview questions and related interview assignments are developed by the Screening and Selection Committee with assistance from Human Resources. The interview questions and related interview assignments are designed to solicit job-related information relative to the skills, abilities, and knowledge of the applicants. Additionally, interview questions should assess the candidate's understanding of and commitment to diversity, equity compliance, and their level of cultural proficiency, specifically interview questions addressing an applicant's soft skills (i.e., effective communication skills, teamwork, dependability, adaptability, conflict resolution, flexibility, leadership, problem-solving). Interview questions and related interview assignments (writing assignments, specific testing relevant to the job, presentations, teaching demonstration, etc.) shall be approved by the College Compliance Officer or designee.**

The screening and selection manager, with assistance from Human Resources or the EEO Representative, shall moderate the Screening and Selection Committee. Human Resources or the EEO Representative shall be available during the interview for any questions or concerns. Members of the Screening and Selection Committee shall have the professional responsibility to also ensure that the screening and selection process is fair and to maintain the confidentiality of all discussions, recommendations, evaluations, ratings, and decisions of the Committee.

**It will be the Screening and Selection Committee's task to recommend two or more applicants for final interviews.**

Should a Screening and Selection Committee member believe that they are unable to be impartial during the screening and interview processes, the committee member may elect to remove themselves from the committee.

All interview materials, including the committee's rating form, must be sent to Human Resources following the interviews.

#### I. Final Selection Interviews/Meeting

Final interviews shall include the appropriate Vice President, the faculty Screening and Selection Committee Chair or designee, the administrator/manager appointed to the Screening and Selection Committee, and an EEO representative as assigned by Human Resources.

**In addition, an informal 10-to-15-minute meeting may be scheduled with the President/CEO to grant the President/CEO the opportunity to meet with the final**

**candidates and will include an EEO representative as assigned by Human Resources.**

~~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 final interview committee will deliberate and provide a recommendation to the President/CEO which will be sent to the College President/CEO by the Vice President via email.**

**In addition, Human Resources is responsible to:**

- ~~• The Screening Committee's recommendations and all interview materials must be sent to Human Resources. **Send T**he Screening **and Selection** Committee's **finalist** 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.~~
- Schedule final interviews after the applicable executive assistants have provided notification to the assigned Human Resources Technician of date(s) and time(s).**
- Determine the contents of the final interview materials packet, which shall exclude candidate rankings.**
- Review and approve the final interview questions.**

~~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 **and Selection** Committee if he/she determines that the candidates recommended by the Screening Committee do not meet Mt. San Antonio College standards. **A written explanation from the EEO representative in collaboration with the College President/CEO or designee must be provided to Human Resources if no candidate is recommended to the Board of Trustees for hire. Human Resources shall review the written explanation to ensure EEO compliance.** 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 **may be extended or closed to create a new posting.**~~

**In accordance with state law, candidates selected for final interviews shall be required to disclose to Human Resources in writing prior to final interviews whether they have or have not had a final administrative decision or final judicial decision issued within the last seven years that they committed sexual harassment. Human Resources shall review any submissions of final administrative or judicial decisions and discuss them with the screening and selection manager.**

**J. Reference Checks**

The administrator/manager and/or the Faculty Committee Chair appointed to the Screening and Selection Committee, or designee shall conduct reference checks on each finalist on a form provided by Human Resources. Reference checks must include at least one question addressing diversity and equity. Reference checks shall be initiated prior to final interviews and completed prior to finalizing the hiring decision. At least three reference checks shall be conducted including at least one supervisor unless otherwise determined by Human Resources. A candidate's reference checks must all be conducted by the same individual. After the final recommendation of the candidate for hire has been made, Human Resources shall conduct employment verifications for the last five years.

Reference checks for internal candidates whose current position reports to the same department for which they are being recommended for hire may be conducted but are not required.

**K. Final Recommendation**

The College President/CEO shall make the final recommendation to the Board of Trustees.

**L. ~~K~~ Offer of Employment and Salary Placement**

The administrator/manager appointed to the Screening and Selection Committee shall make the conditional offer of employment to the finalist and discuss the employment start date. After the offer of employment has been accepted by the finalist, the administrator/manager appointed to the Screening and Selection Committee shall refer the finalist to Human Resources for salary discussions and placement. All salary range and step placements shall be determined by Human Resources in accordance with the collective bargaining agreement. It shall be the authority and responsibility of Human Resources to notify all applicants regarding the selection decisions.

**M. Record Collection**

All recruitment materials shall be collected by the administrator/manager appointed to the Screening and Selection Committee and turned over to Human Resources following the conditional offer of employment. All recruitment records shall be maintained by Human Resources for a period of three years (or as indicated by current state/federal laws) after closing of the recruitment.

**N. ~~M~~. Board Approval**

~~The College President/CEO or designee will submit the selected finalist to the Board of Trustees for approval~~ shall make the final employment decision.

O. N- 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 shall** 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 shall** 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 **The Screening and** Selection Committee will be formed, and a formal interview will be held using the processes outlined below **processes outlined in sections C-L above shall be followed with the exception of the Screening and Selection Committee makeup, which is as follows:**

~~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.~~

- **Manager of position to be filled, or management designee;**
- **Department chair or designee, who shall be selected by department vote;**
- **One to three faculty approved by the Academic Senate President or designee and Human Resources;**
- **One non-voting EEO Representative appointed by Human Resources. EEO Representatives shall not be under the supervision of the immediate area administrator or Committee chair; and**
- **Optional: Voting members of the Screening Committee may appoint up to two additional non-voting members who may be managers, industry representatives, faculty, classified staff, and/or students to provide content expertise only.**

~~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.~~

### **Part-Time Faculty Selection Procedures**

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

#### **A. Vacancy**

~~Appropriate department chairs, program supervisors, or directors will inform~~ **The Division shall inform Human Resources** when openings for part-time positions occur and provide updates to **Human Resources for** job postings.

The job posting ~~will~~**shall** 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~~ **shall** recruit applicants in consultation with the department **chair or educational administrator** requesting the hire. **All applicants shall be required to submit their application and any required supporting documents through the Human Resources applicant tracking system.**

#### **C. Screening**

Human Resources ~~will~~ **shall** screen the applications to ~~determine candidates who meet the minimum qualifications or equivalencies.~~ **for complete documentation, verified degree(s) from an accredited institution, and minimum qualifications or established equivalencies. Human Resources shall consult with the Academic Senate President regarding verification of equivalencies.** Any application for equivalency shall be forwarded to the Academic Senate President **Equivalency Committee** for approval. **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 shall be considered part of the application.

The Academic Senate Equivalency Committee shall review all equivalency requests before including candidates in the applicant pool to be reviewed by the Screening Committee. Candidates for equivalency shall be reviewed by At least one the equivalency committee in consultation with the department's discipline expert. faculty/program supervisor, or department chair from the appropriate discipline will review the resulting group of candidates. The equivalency committee shall determine if the and select candidate(s) for interview meet equivalency.

D. Interviews

A team of ~~Aat least one~~ **two individuals including one discipline expert and any one of the following:** faculty/program supervisor **coordinator**, or department chair, from the appropriate discipline, **or educational administrator** will ~~will~~ **shall** interview qualified applicants. All interviewing team members must have current EEO Screening and Selection Committee training. All interview questions must be in compliance with EEO laws and principles. Interview materials shall include a question that assesses candidates' commitment to diversity, equity, and inclusion. Based on interview results, the faculty program supervisor, **coordinator** or department chair, **or educational administrator** will **shall** create **add selected candidates to the** a pool of available **part-time faculty** candidates **recommended for hire**. A list of these candidates will **shall** be sent to Human Resources.

E. Maintaining the Pool

Such a **Part-time faculty** pools will **shall** be maintained and updated by Human Resources (with proper notification to the division) on an annual **quarterly** basis in order to be available when hiring is required.

F. Hiring Recommendation

The department chair, program supervisor **coordinator**, or director **educational administrator** will **shall** select from the pool a **of** candidate(s) **and shall submit a recommendation** for hire as needed **to their division dean** and submit hiring documentation to the appropriate division office, which will forward the information to Human Resources. All individuals selected shall go through the onboard hiring process before employment can begin.

G. Emergency Procedures

Whenever a qualified candidate is not available from the pool for a specific position, every effort will **shall** be made to apply the aforementioned procedures. When this is not possible, the division dean or division designee will ~~will~~ **shall** ~~consult~~ **collaborate** with faculty within the

discipline before selecting to select a candidate for hire. If no discipline faculty are available for consultation, the a division designee may complete the selection process be consulted. Persons selected will shall be required to submit their application and any required supporting documents through the Human Resources applicant tracking system and go through the onboarding hiring procedures process 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; (~~54~~) fingerprint clearance (LiveScan); (~~65~~) Employment and/or vocational verifications; and (~~76~~) other required employment documents or clearances.

Approved: November 10, 2009

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