BP 7120 FACULTY HIRING

The Board of Trustees of the Allan Hancock College Joint Community College District is committed to employing qualified faculty who are dedicated to student success. The board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The board is committed to hiring processes that support the goals of equal opportunity and staff diversity and assure that all employees and applicants for employment will enjoy equal opportunity regardless of ethnic group identification, race, color, religion, gender, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, medical condition, and/or Vietnam-era veteran status. The board also commits the district to vigorous staff diversity/equal employment opportunity in all aspects of its employment program including recruitment, hiring, assignment, compensation, promotion, transfer, and with respect to all faculty classifications.

The board recognizes that to be effective, a staff diversity/equal employment opportunity program must be fully institutionalized to the extent that all members and employees of the Allan Hancock Joint Community College District have roles and responsibilities to achieve staff diversity and equal employment opportunities. The district is committed to involving all staff in the active promotion of campus diversity including recruitment of members of underrepresented groups and provision of a work and learning environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination.

Equal employment opportunity is an important part of the overall process of hiring faculty. The board, administration, and academic senate have the joint responsibility to ensure attention to staff diversity.

The Board of Trustees is the final authority in the employment of faculty members. The superintendent/president is the recommending authority to the board in the employment of faculty members. Faculty members through the academic senate and the board through its appointed administrators participate in the selection process of faculty.
A. The Board of Trustees derives its authority from statute and from its status as the entity holding the Allan Hancock Joint Community College District in trust for the benefit of the public. The board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.

B. Through the academic senate, faculty members derive their authority from their expertise as instructors, counselors, librarians, and academic specialists and from their status as professionals.

C. The Board of Trustees, through its appointed administrators, and the academic senate have defined roles of responsibility in the development and implementation of criteria, policies, and procedures governing the employment of faculty.

The superintendent/president, in consultation with the academic senate, shall establish procedures for the recruitment and selection of faculty including but not limited to consideration of the following:

A. The college shall implement a staff diversity/equal employment opportunity plan according to Title 5 and Board Policy 3049 3420.

B. Academic employees shall possess the minimum qualifications or equivalent prescribed for their positions by the Board of Governors.

C. The college shall establish and implement procedures for hiring academic employees in accordance with board policies and procedures regarding the academic senate's role in local decision making.

Education Code Section 70902(d); Section 87100 et seq

Adopted: 6/19/90
Revised: 12/13/04
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(Replaces Board Policy 4100)
AP 7120 FULL-TIME FACULTY HIRING

Section 1 - Position Identification and Approval

The district shall determine the need for faculty positions cooperatively through a planning process involving faculty and appropriate administrators.

1.1 Departments shall identify the need for faculty positions. The department chair shall submit the Faculty Position Criteria Sheet to the appropriate dean or vice president. Further, the department chair shall appoint a discipline liaison for each faculty position requested.

1.2 Faculty position requests shall be forwarded to the vice president for academic affairs. These requests will be presented to the Faculty Prioritization Committee. The Faculty Prioritization Committee’s recommendations shall be analyzed by the vice president for academic affairs prior to forwarding his or her recommendations to the superintendent/president.

1.3 The superintendent/president approves the priority order and the number of new faculty hires and informs the Board of Trustees. The superintendent/president must approve all requests for faculty positions before recruitment can begin.

1.4 For all approved faculty positions the vice president, academic affairs, notifies the appropriate dean or first level administrator to complete the Personnel Action Request Notification of Employment form (PARNE).

Section 2 - Development of Job Announcement

2.1 After the discipline liaison consults with discipline faculty, the department chair or equivalent, and the dean or administrative designee, he or she forwards to the human resources office, within one month of the signing of the PARNE, a list of specific discipline-related Web sites, professional journals, and other key publications in which to advertise the position. The human resources office will maintain a standard list of publications and Web sites for advertising all faculty positions.
2.2 The discipline liaison works with other discipline faculty and the department chair to develop the job description, and works with human resources to develop the job announcement and a recruitment plan that includes appropriate advertisement, attendance at job fairs or equivalent forums, and other strategies that focus on recruitment of a diverse applicant pool.

2.3 The discipline faculty, discipline liaison, department chair and dean or administrative equivalent review and approve the discipline job announcement and forward it to the appropriate vice president. If the vice president indicates that further revision is needed, he or she returns the announcement to the appropriate dean or administrative equivalent who works with the discipline liaison, department chair and discipline faculty to revise the job announcement and reroute it for final approval by the superintendent/president or designee. The approval process, from initial submission to the vice president to final approval by superintendent/president, should be completed in no more than four working days, except in extenuating circumstances.

2.4 Before the recruitment process may commence, the department, through its discipline liaison, and in consultation with the human resources office representative must determine what supplemental application materials to request.

2.5 The dean or administrative designee, faculty chair of the screening and interview committee, and the discipline liaison work with a human resources office representative to determine interview dates in order to add the closing date to the job announcement.

2.6 All job announcements shall include as a qualification of evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college staff and students and to staff and students with disabilities.

Section 3 - Formation and Composition of Screening and Interview Committee

3.1 The number of voting members on the screening and interview committee shall not be fewer than six or more than nine unless approved by the superintendent/president. The screening and interview committee, composed of one (1) administrator, who is the dean of the area or designee, at least three (3) and no more than five (5) faculty selected by the department, one of whom is the department chair or designee and one of whom is the discipline liaison, one (1) diversity resource specialist, and one (1) student selected by the department chair and approved by the Associated Student Body Board, shall conduct interviews and recommend candidates for hiring to the superintendent/president.
Requests for an additional administrator to serve on the screening and interview committee shall be approved by mutual agreement between the faculty chair and the superintendent/president.

3.2 Only classified employees who work closely with faculty members and students in an instructional or counseling setting such as math, science or language labs or as counseling technicians may serve on screening and interview committees. The determination of whether a classified staff member serves will be made by the committee chair. Classified employees will be approved by CSEA.

3.3 Every screening and interview committee shall be ethnically diverse, with diverse representation coming from faculty and/or administrative members. Each committee shall consist of a nearly balanced representation of both sexes.

3.4 All faculty and administrative members of the screening and interview committee must have completed staff diversity/equal employment opportunity training within the last three (3) years before they can screen and participate in interviews.

3.5 All members of the screening and interview committee must be identified prior to the orientation meeting.

3.6 The department chair shall serve as chair of the screening and interview committee unless he or she designates another faculty member to serve as chair.

3.7 The chairperson of the screening and interview committee notifies the department of the interview dates and requests the names of those interested and eligible to serve on the screening and interview committee.

3.8 The Diversity Resource Specialist (DRS) is selected by the department chair in consultation with human resources, from a pool of trained DRS faculty and shall be a voting member of the committee.

3.9 A human resources office representative or trained designee may facilitate each screening and interview committee as the monitor for the proceedings. The human resources representative is a nonvoting member.

3.10 When possible, the majority of the membership of the committee shall be those with knowledge in the discipline or of the job function with at least one member directly from the discipline. In the event that such expertise is unavailable among district personnel, the district will seek representation from the community or from other colleges or universities.

3.11 The area dean or designee and the screening/interview chairperson will determine the appropriateness of including outside experts in interviews.
3.12 Following the guidelines for committee membership, the faculty chair of the committee completes the screening and interview committee form listing the names of those who have agreed to participate and forwards the form to the appropriate vice president for approval.

The vice president then sends the form to the director, human resources.

The committee chair monitors the routing of this form to assure that the signature process is completed in a timely manner.

Section 4 - General Responsibilities of Committee Members

4.1 All faculty and administrators who serve on the screening and interview committee must have completed diversity training and must participate in committee orientation, screening of applications and the final screening meeting, as well as all interviews and deliberations.

4.2 The student representative does not screen, but attends the screening and interview committee's orientation meeting.

Section 5 - Preparation for Initial Committee Orientation Meeting

5.1 Using the job announcement’s closing date and the interview dates, the dean or administrative designee, the faculty chair, the discipline liaison, and the human resources office representative determine the following dates in advance of the orientation meeting: orientation, screening, final screening, interviews and final interviews with the superintendent/president or designee.

They also set due dates for submission of job description, interview questions, the teaching demonstration or role-playing exercise, written exercise topics and supplemental materials if requested.

Note: The dean or administrative designee, faculty chair and discipline liaison have developed the final demonstration topic or role-playing exercise prior to the final screening meeting.

5.2 The screening/interview committee chairperson notifies the committee members of the key dates and deadlines, including the date of the final interviews with the superintendent/president, and establishes a process for development of job description, interview questions, and demonstration and written exercise topics. All faculty serving on the committee will be included in this development process.

Section 6 - Initial Committee Orientation Meeting
6.1 The initial meeting of the committee is for the purpose of reviewing committee procedures, job description and qualifications profile, screening and interview processes and other pertinent information.

6.2 The Diversity Resource Specialist will discuss his or her role on the committee and review staff diversity/equal employment opportunity principles and practices with committee members.

6.3 Based on the job description, the committee will develop interview questions, the writing assignment and the demonstration topic. The committee will also identify any other evidence of qualifications to be presented to the committee at the interview.

Section 7 - Screening Applications

7.1 The district Equal Employment Opportunity officer or representative in consultation with the committee's diversity resource specialist shall review the applicant pool. This evaluation includes determining the adequacy of the applicant pool and recommending to the superintendent/president any further action. If the superintendent/president in consultation with the Diversity Resource Specialist or Equal Employment Opportunity officer determines that the pool is inadequate, then he or she may decide to extend the closing date and reconvene the screening and interview committee to discuss how to improve the pool of applicants and determine the next steps in the process.

7.2 All applications for faculty positions will be on file and available to members of the committee for screening within two (2) working days of the closing date.

7.3 The screening and interview committee members (except student member) after having completed the staff diversity/equal employment opportunity training and attending the required committee orientation shall screen all completed applications and required materials submitted by the applicants to determine whether they meet the minimum qualifications for hire for that discipline or have qualifications that are at least equivalent to the minimum qualifications. The committee will select the most qualified candidates to be interviewed.

Section 8 - Determining Equivalency of Minimum Qualifications

8.1 If the screening and interview committee chooses a candidate for interview who does not meet the stated minimum qualifications, but who, in their opinion, possesses equivalent qualifications, the screening and interview committee shall follow the equivalency policy and procedures as adopted by the Board of Trustees and place before the Professional Standards Committee all application materials of the candidate in question.
8.2 The human resources office representative or designee shall convene the Professional Standards Committee to consider whether the applicant has qualifications equivalent to the minimum qualifications.

8.3 If an applicant does not meet the stated minimum qualifications, he or she is responsible for providing clear proof and evidence of equivalency. To determine equivalency, the Professional Standards Committee shall review the evidence submitted by the applicant and determine whether he or she possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. This committee shall render its decision within one working day.

8.4 No applicant shall receive an interview unless he or she meets the minimum qualifications or unless the Professional Standards Committee deems the applicant to have the equivalent of the minimum qualifications.

8.5 If an applicant with the equivalent of the minimum qualifications is among the top three candidates recommended by the screening and interview committee to the superintendent/president, the committee shall provide him or her with the Professional Standards Committee's written report describing the basis for the equivalency, i.e. specific education, experience, other accomplishments, and other evidence that the Professional Standards Committee used to determine equivalency.

Section 9 - Final Screening Meeting

9.1 After a sufficient time for the screening of applications, but no longer than two weeks after the application deadline, the screening and interview committee shall meet to determine which applicants to invite for interviews. Barring unusual circumstances the committee will select no fewer than six candidates for the interview. If the committee selects fewer than six applicants to interview, the committee chair shall present to the director, human resources, the committee's justification for such a pool and request approval from the superintendent/president to proceed.

9.2 Each member of the screening and interview committee shall provide appropriate notations on the screening sheets of those applicants not invited for interviews that indicate the reason the applicant was not selected.

9.3 The Equal Employment Opportunity officer and the Diversity Resource Specialist will review the slate of applicants to be interviewed and may recommend, after consultation with the committee, additional applicants to be interviewed or extension of the search process.

9.4 At the final screening meeting, the chair of the screening and interview committee reviews with the committee the interview questions, demonstration
and written exercise topics, and any other appropriate selection materials or exercises and the packet of materials to be sent to the applicants.

Section 10 - Interview Process

10.1 Human Resources shall notify the applicants selected for interview of the time and place of the interview as well as other details related to the process such as teaching or job related demonstration topic and time allotted for question review and written exercise.

10.2 Human Resources shall keep a record of all interviews, teaching demonstrations, and/or other selection processes. Human Resources shall maintain the committee’s numerical rankings and comments for all applicants invited to the interview process.

10.3 The screening and interview committee shall forward to the superintendent/president in alphabetical order the names of at least three fully qualified candidates unless the committee interviewed fewer than three applicants or unless the committee presents written justification for forwarding the names of fewer than three candidates. The superintendent/president may reopen the search when too few candidates are recommended. If the committee forwards the names of no candidates, it will present a written justification.

Section 11 - Final Interviews

11.1 Final interviews will be conducted by the superintendent/president or designee. Final interviews will include the appropriate vice president, the president of the academic senate or designee, and the chairperson of the screening/interview committee as observers.

11.2 All those present at the final interviews will participate in deliberations. The vice president will provide an overall view of the position’s role from an administrative perspective. The president of the academic senate will provide an overall faculty perspective. The chairperson of the screening/interview committee will provide the perspective of the initial interview committee.

11.3 The superintendent/president or his or her designee(s) will conduct checks of references of candidates being considered, keeping in mind the district's staff diversity/equal employment opportunity commitment. The superintendent/president may also involve the chair of the screening and interview committee in this process. The district does not authorize informal reference checks or contacts with applicants' colleagues by anyone else on the committee.

11.4 The superintendent/president is the final authority in the recommendation for hiring to the Board of Trustees.
Section 12 - Final Selection

12.1 In keeping with the district's staff diversity/equal employment opportunity plan, the superintendent/president will have the option of recommending to the board any of the candidates recommended. Keeping the committee chair and administrator informed of the progress, the superintendent/president shall select, in a timely manner, the applicant who in his or her opinion is most qualified to fill the position. The superintendent/president will inform the committee once the candidate has accepted the position. If there are exceptional circumstances and compelling reasons why the superintendent/president cannot select from among the finalists, then he or she shall offer to meet with the committee to present his or her reasons and determine the next step in the process.

12.2 The superintendent/president shall recommend his or her selection to the Board of Trustees for appointment.

12.3 Human Resources shall keep all applications and complete records regarding the entire selection process on file for not less than three years.

Section 13 - Hiring Calendar

13.1 The purpose of the district hiring calendar is to promote an efficient process and to ensure a large, diverse pool of qualified applicants.

13.2 The district shall develop a faculty-hiring calendar so that interviews for new faculty who start at the beginning of the next academic year occur between February and April unless extenuating circumstances require a different timetable.

13.3 When unforeseen circumstances make it necessary for the district to enter into an emergency hiring process, it is in the best interest of all involved to collaborate on compressing the timeline. This process should involve all participants in the normal screening/interview procedures and requires accommodations from all parties. Departure from the regular process requires the approval of the superintendent/president.

Section 14 - Appointment and Notification

14.1 After selection by the superintendent/president, the appropriate vice president is notified. Prior to recommendation to the Board of Trustees, the vice president contacts the candidate to inform him or her of the pending offer of employment.

14.2 Prior to recommendation to the Board of Trustees, human resources contacts the candidate in order to clarify conditions of employment.
14.3 Upon approval by the Board of Trustees of the appointment of a candidate to a regular faculty position, human resources shall provide each regular faculty appointee with a copy of the PARNE.

Section 15 - Employment Requirements

Prior to assuming duties as a faculty member, appointees shall meet the following requirements:

15.1 File proof of minimum qualifications appropriate for the subject area(s) to which the employee will be assigned.

15.2 File a loyalty oath.

15.3 Undergo an examination for freedom from tuberculosis. In order to continue employment with the district, the employee must provide evidence of a chest x-ray or an approved intradermal tuberculin test demonstrating freedom from tuberculosis every four years.

15.4 Undergo a general physical examination at district expense.

15.5 Complete Department of Justice clearance.

15.6 File proof of right to work in the United States of America.

15.7 File an official transcript of all coursework taken.

15.8 Complete all processing required by human resources and payroll.

PROCEDURES FOR TRANSFERRING CERTIFICATED PERSONNEL

The superintendent/ president has the responsibility, through the authority of the board of trustees and the California Education Code, of determining and filling positions at Allan Hancock College. These positions are filled by hiring new personnel or by transferring properly certificated personnel from their present work assignments to the new positions. The procedure for hiring new personnel is described in the faculty handbook.

In transferring certificated personnel into an academic department from a work assignment outside that department, or in transferring faculty from one teaching or non-teaching area to another, the following procedure shall be followed:

1. At least one month before the intended transfer, the appropriate administrator(s) shall notify in writing the appropriate department heads of the intended action.
2. During the next two weeks the appropriate dean shall meet with the affected
department to discuss the proposed transfer. During this period input can be
forwarded by the President of the Academic Senate to the superintendent/
president.

3. The superintendent/ president shall consider all input received before rendering a
decision. This analysis will be based on instructional needs, economic
considerations, contractual obligations, personnel requirements and the overall
impact on the college community.

4. At least one week before the intended transfer, the appropriate dean shall notify,
in writing, the appropriate department head(s) of the decision concerning the
proposed transfer.

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and 4100.02)