



# San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

## **Administrative Procedure**

### **Chapter 7 – Human Resources**

#### **AP 7210 – ACADEMIC EMPLOYEES**

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##### **PURPOSE/SCOPE**

The objective of this procedure is to employ faculty for contract positions who are highly qualified, skilled in teaching, can serve the needs of a diverse student population, and who are sensitive to the cultural and ethnic diversity of the San Diego community.

The Board of Trustees for the San Diego Community College District has the legal authority and public responsibility for ensuring an effective hiring process.

The District's Managers and Faculty derive their authority from the Board of Trustees and bear the responsibility for implementing this hiring policy.

The Academic Senates have the legal responsibility and authority to contribute to the development of the hiring criteria, policies and procedures and jointly agree upon with the representatives of the Board of Trustees.

The Faculty derives its authority from their expertise as teachers and as subject matter specialists as noted in Assembly Bill 1725. The Faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process and in determining the professional requirements of faculty positions and evaluating the preparedness of candidates.

##### **DISTRICT EEO RESPONSIBILITIES**

It is the responsibility of the Board of Trustees, Management, Staff, and Faculty to ensure that Equal Employment Opportunity procedures are used as an integral part of the hiring process.

All participants in the hiring process shall receive training in EEO procedures and shall become knowledgeable about the District's EEO policies and procedures, as well as human resources hiring procedures.

The District's EEO Office shall collaborate with the EEO Site Compliance Officers and the Academic Senate to, retain, train, and maintain a suitable pool of Faculty members to serve as EEO Representatives and to implement the EEO policies and procedures.

##### **ESTABLISHING THE POSITION**

Once a job classification is officially established within the District, the identification of the positions to be filled is processed according to campus procedures.

The Department and the Dean shall be responsible for the preparation of the Job Announcement. The Job Announcement shall include all appropriate criteria contained in Title 5, Chapter 4 of the California Code of Regulations and Education Code §87360 (see District Procedure AP 7120

Recruitment and Hiring). A Job Announcement may list additional qualifications so long as this does not have an adverse impact on the recruitment of qualified individuals or the additional qualifications can be validated as *bona fide* occupational qualifications (Title 5, Chapter 4, §53022).

The Screening Committee shall be responsible for the review and final drafting of the Job Announcement. This committee shall also be responsible for indicating samples of previous work, training, and/or other creative works and/or demonstration(s) necessary to adequately measure the identified skills in the job announcement. These additional measures may be added to the job announcement by the screening committee. The screening committee shall write and approve the questions for the screening committee interview.

The Site Compliance Officer or Equal Opportunity and Diversity Officer shall review the final draft of the Criteria Form for Screening & Interviewing. If the Site Compliance Officer or Equal Opportunity and Diversity Officer makes changes to the Criteria Form for Screening & Interviewing, it shall be returned to the Screening Committee for review. After review, the completed Job Posting shall be forwarded to the District Equal Opportunity and Diversity Officer for final review.

## COMPOSITION AND DUTIES OF THE SCREENING COMMITTEE

The Academic Senate, Dean and the Department Chairperson will come to agreement on the complete list of members of the "Screening Committee Roster" and forward it for approval and signature by the President.

The Dean convenes the Screening Committee's first meeting.

Composition of the Screening Committee:

- a. The Dean;
- b. The Department Chairperson or other program coordinator;
- c. Up to three discipline specialists certified by the Dean and the Department Chairperson from the Department or from related Departments. All faculty members of the committee are appointed by the Academic Senate.
- d. When appropriate, a representative from private industry or faculty from another campus and/or institution, or member of the Classified Staff;
- e. The EEO Representative, will be appointed by Human Resources, and will be a voting member on the Screening Committee. One or more committee members are to be non-reports to the screening committee chairperson. This will assure an EEO representative for the committee, if one does not volunteer as a result of the EEO solicitation. Human Resources will appoint a non-direct report from the committee to serve in the EEO representative role.
- f. Human Resources will review each committee member name and certify if each is currently eligible to serve in this role as a result of successful completion of the EEO and Diversity Training for Screening Committees.

All members of the Screening Committee shall elect a Chairperson, or Co-Chairpersons, from those listed above in paragraph 3. a, b, or c. The Committee Chairperson must adhere to the procedures outlined in the Screening Committee Manual provided by Human Resources, as well as this Administrative Procedure. The Chairperson accepts the legal and logistical responsibilities as prescribed by District policy.

Serving as a Screening Committee Chairperson shall be considered as duties within the scope of the Manager's or Contract Faculty member's job description and regular assignment. If possible, the hiring manager will provide administrative support as appropriate during the recruitment.

Adjunct faculty may serve on screening committee, but may not serve in the role of Chairperson or EEO Representative.

Throughout the recruitment Human Resources will communicate with the Screening Committee Chairperson who will, in turn, communicate with the full committee, which includes the HR-appointed EEO Representative.

The Screening Committee Chairperson will coordinate schedules with the committee members to facilitate no less than three meetings, and in accordance with Human Resources timeline requirements:

- a. Recruitment Orientation
  - Review and approve Job Announcement
  - Review and approve Criteria for Screening and Interviewing
- b. Screening Tally
  - Review the summary of committee members scores; discuss if necessary; establish a reasonable cut-off score which determines which candidates will progress and receive an invitation for interview.
- c. Initial Interviews
  - Conduct fair, unbiased interviews while closely adhering to the EEO regulations and Human Resources procedural instructions that were provided to each committee member during the EEO and Diversity Training for Screening Committees, and again throughout the recruitment process.

The Screening Committee Chairperson will be responsible for all recruitment materials received from Human Resources and will ensure that all recruitment materials will be returned to Human Resources when the Chancellor approves the selection.

The Chairperson, or designee, is responsible for arranging finalist interviews, contacting the finalists to schedule a finalist interview, and checking professional references.

## RECRUITMENT

Human Resources coordinate a recruitment campaign with input from the Screening Committee as conveyed through the Chairperson.

The committee is responsible for identifying additional recruitment activities that may be needed, in collaboration with the President and Human Resources

## SCREENING PROCESS

Human Resources be responsible for the collection of all applicable documents from applicants for the vacancy as stipulated in the Job Announcement, such as the following:

- a. The District Application Form;
- b. Unofficial or official transcripts;
- c. Other items as specified in the Job Announcement, among which may be letters of recommendation, list of professional references, and curriculum vitae or résumé;

Applicants who declare an equivalency to the specified qualifications in the Job Announcement shall be required to submit a Request for Equivalency Evaluation Form at the time of application which will be provided to the Screening Committee for consideration AP 7211 Equivalency Determination Procedure has specific language regarding the role of the committee and the subsequent creation of an Equivalency Subcommittee of the Screening Committee.

Human Resources shall present to the Screening Committee only those application packets which are complete as defined as containing all required materials stated in the Job Announcement.

Each candidate shall be evaluated with respect to validated criteria established by the Job Announcement. The criteria shall address, but are not limited to, issues such as the following:

- a. Subject area knowledge and competency;
- b. Teaching and communication skills;
- c. Commitment to professional growth and service;
- d. Overall professional effectiveness;
- e. Demonstration of cultural competency and Sensitivity, with an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of the student body and staff;
- f. Teaching demonstration.

The Screening Committee will be responsible for conducting the initial review of each applicant's qualifications within the discipline requirements of the Minimum Qualifications for California Community Colleges, and/or the District's Equivalency Determination Administrative Procedure 7211. A secondary review of the selected candidate's minimum qualifications will be conducted by Human Resources prior to making the official job offer.

In compliance with the Human Resources timeline procedures, the Screening Committee Chairperson, shall establish screening dates. Human Resources shall notify the Screening Committee Chairperson when the applicant pool is ready for online screening.

Human Resources shall provide to committee members access to the online application system and shall provide to the Screening Committee Chair the Screening Report on which each committee member will score the applications. The Screening Report shall contain only criteria established by the Job Announcement. The Screening Committee screens and selects candidates based solely on the criteria established by the Job Announcement in accordance with the San Diego Community College District Policy BP 7120 Recruitment and Hiring.

## THE RECOMMENDATION PROCESS

The Screening Committee Chairperson shall prepare the Interview Selection Summary Form for signatures of the committee members and submit it to Human Resources. Human Resources shall inform the President of the diversity of the screened applicant pool. Before proceeding with the invitation for interview stage, the Equal Opportunity and Diversity Office shall present the Diversity Profile to the President for approval and signature. If the President does not approve the pool submitted, because of a failure to obtain projected representation for a monitored group may have been influenced by factors which are not job related, the President will consult with the Screening Committee Chairperson, and subsequently will extend the recruitment period, re-initiate the recruitment process, or cancel the recruitment process. (Title 5, Chapter 4, §53023[b]).

Human Resources shall coordinate with the Screening Committee Chairperson a schedule of interview dates for the selected candidates.

The Committee shall interview each candidate selected and consider their strengths and weaknesses relative to the criteria established during the preparation of the Job Announcement. Each committee member shall use the Interview Rating Sheet to post their score for each interviewee. The Committee may, in extraordinary situations, request a second interview. The Committee may also check the references of the finalists. References will not be checked for any applicant who was not selected as a finalist. The Committee will formulate its recommendations in terms of strengths and weaknesses and shall submit an unranked list of the best qualified finalist(s) to the President

The Screening Committee shall also recommend the process to be followed in the event the candidate offered the position does not accept.

Any complaints of discrimination in the hiring process will be handled according to District policies and procedures including, but not limited to, Administrative Procedure 3435 Discrimination and Harassment Investigations.

## THE SELECTION PROCESS

The President shall review the finalist recommendations of the Committee and shall review each applicant's application file and references. The President may also make independent inquiries and conduct interviews with the finalists.

The selection of the finalist to be recommended to the Chancellor and Board of Trustees shall be made by the President, in joint consultation with the Screening Committee Chair, the area administrator, and other members of the Screening Committee, as determined by the President. If the President does not choose any of the candidates recommended by the Committee, they will meet with the Committee Chairperson to discuss the reason(s) for the decision. The Chairperson can verbally summarize the decision to the Committee Members as part of the confidential Screening Committee process. The President may request further review by the Committee and the position may be reopened. (Title 5, Chapter 4, §53024 [f]).

The President shall forward the recommendation to the Chancellor and provide the Chancellor with appropriate documentation for review. The Chancellor shall review the President's recommendation and, if approved, shall do so in writing. A copy of the recommendation letter shall be forwarded to Human Resources.

Human Resources, the respective Cabinet Member, or designee, are the only authorized entities that may contact the selected candidate to make the official job offer.

Human Resources shall have all compensation information regarding benefits and initial salary placement available for the nominee when the job offer is made. Human Resources shall inform the President and Screening Committee Chairperson immediately of the response of the selected candidate.

## REVIEW AND EVALUATION

The Academic Senates will review yearly the hiring process. The Senates, after consultation with the Departments, will make recommendations to the District Governance Council on necessary changes in hiring policies.

## FORMS

Appropriate forms are available from Administration and Human Resources.

### **References:**

Education Code Sections 87400 et seq., 87600 et seq., and 87482.8;  
Title 5 Section 51025

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*Supersedes current AP 4200.1*