



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4200.1 - EMPLOYMENT OF COLLEGE FACULTY

1.0 PURPOSE/SCOPE

1. 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.
2. The Board of Trustees for the San Diego Community College District has the legal authority and public responsibility for ensuring an effective hiring process.
3. The District's Managers and Faculty derive their authority from the Board and bear the responsibility for implementing this hiring policy.
4. The Academic Senates have the legal responsibility and authority to develop the hiring criteria, policies and procedures jointly with the representatives of the Board.
5. 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.

2.0 DISTRICT EEO RESPONSIBILITIES

1. 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.
2. All participants in the hiring process shall receive training in EEO procedures and shall become knowledgeable about the District's EEO policies and procedures.
3. The District EEO Office shall cooperate with the EEO Site Compliance Officer and the Academic Senate to recruit, train, and maintain a suitable pool of Faculty members to serve as EEO Representatives and to implement the EEO policies and procedures.

3.0 ESTABLISHING THE POSITION

1. Identification of positions to be filled is processed according to site procedures.

2. The Department and the Dean shall be responsible for the preparation of the Job Description. The Job Description shall include all appropriate criteria contained in Title 5, Part VI of the California Code of Regulations and Education Code §87360 (see District Procedure 4201). 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 V, Part VI, §53022).
3. The Selection Committee shall be responsible for the review and final drafting of the Job Description.
4. The EEO Site Compliance Officer shall review the final draft of the Job Description. If the Site EEO Compliance Officer makes changes in the Job Description, it shall be returned to the Department for review. After review, the completed Job Description shall be forwarded to the District Equal Employment Opportunity Officer for final review.

4.0 THE SELECTION COMMITTEE

1. The Dean and the Department Chairperson complete the "Selection Committee Roster" and forward it for sign-off by the President.
2. The Dean convenes the Selection Committee.
3. Composition of the Selection 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 as defined by the Academic Senate.
 - d. When appropriate, a representative from private industry or faculty from another campus and/or institution;
 - e. The EEO Representative, who is a subject matter expert will be appointed by the District Equal Employment Opportunity Officer. The EEO Representative shall be certified by the District Equal Employment Opportunity Officer and will be a voting member.
4. All members of the Selection Committee shall elect a Chairperson from those listed in paragraph 3. a, b, or c. The chairperson must be trained in a module on hiring procedures, presented by District Human Resources, and accepts the legal and logistical responsibilities as prescribed by District policy. Responsibility of the chairperson is outlined in Personnel Manual Section 4210.
5. Serving as a Selection Committee Chairperson shall be considered as duties within the scope of the Managers' or Faculty members' job description and regular assignment.

5.0 RECRUITMENT

1. Human Resources will coordinate a recruitment campaign with the Selection Committee Chairperson and the Dean. The Selection Committee Chairperson will review all promotional materials prior to release and distribution.
2. General recruitment strategies will be conducted by Human Resources for the College sites involved in recruitment. Specific recruitment activities; e.g., professional conferences and advertisements in professional publications, will be funded with the ratification of the President.

6.0 SCREENING AND NOMINATING PROCESS

1. Human Resources shall be responsible for the collection of all applicable documents from applicants for the vacancy as stipulated in the Job Description, such as the following:
 - a. The District Application Form;
 - b. College Placement Folder, or letters of recommendation, references, transcripts, and vitae;
 - c. Supplemental Application form;
 - d. and other material specified in the Job Description.
2. Applicants who declare an equivalency to the specified qualifications in the Job Description shall be asked to submit an Equivalency Evaluation Form to Human Resources which will forward same to the Chairperson of the Selection Committee for consideration by the Selection Committee.
3. Human Resources shall inform the Selection Committee Chairperson of the ethnic diversity of the applicant pool. Before proceeding with the screening of the applications, the Selection Committee Chairperson shall present the Diversity Profile to the College President for approval and signature. If the President does not approve the pool submitted because a failure to obtain projected representation for a monitored group is due to discriminatory hiring procedures, the Selection Committee Chairperson and the College President shall agree to extend the recruitment period, re-initiate the hiring process, or cancel the position. (Title V, Part VI, §53023[b]).
4. Human Resources shall present to the Selection Committee only those application packets which are complete.
5. Each candidate shall be evaluated with respect to validated criteria established by the Job Description. 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. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student body;
 - f. Teaching demonstration.
6. In coordination with the Selection Committee Chairperson, Human Resources shall establish screening dates and shall notify the Selection Committee Chairperson when the applicant pool is ready for screening.
7. Human Resources shall provide screening packets for each member of the Selection Committee. The screening packets shall contain only criteria established by the Job Description. The Selection Committee screens and selects candidates based solely on the criteria established by the Job Description in accordance with the San Diego Community College District Policy 4100.

7.0 THE NOMINATING PROCESS

1. The Selection Committee Chairperson shall prepare the San Diego Community College District Interview Selection Summary Form for signatures of the committee members and submit it to Human Resources. Human Resources will prepare a report on the diversity of the slate of candidates nominated for

- interview. The President shall review the slate of candidates nominated for interview and may request of the Selection Committee Chairperson further recruitment efforts by Human Resources and the Selection Committee.
2. Human Resources shall coordinate with the Selection Committee Chairperson a schedule of interview dates for the candidates selected.
 3. The Committee shall interview each candidate selected and discuss his/her strengths and weaknesses relative to the criteria established during the preparation of the Job Description. The Committee may, in extraordinary situations, request a second interview. The Committee may also check the references of the finalists. The Committee will formulate its recommendations in terms of strengths and weaknesses and shall submit an unranked or a ranked list of the best qualified finalist(s) to the President of the College. If the Committee chooses to rank the finalists, the ranking must be validated as required under the Federal Uniform Guidelines on Employment Selection Procedures.
 4. The Selection Committee shall also recommend the process to be followed in the event the candidate offered the position does not accept.

8.0 THE SELECTION PROCESS

1. The President shall review the 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.
2. The selection of the finalist to be recommended to the Chancellor and Board of Trustees shall be made by the College President, in joint consultation with the Selection Committee Chair, the area administrator, and other members of the Selection Committee, as agreed upon by the Committee. If the President does not choose one of the candidates recommended by the Committee, he/she will meet with the Committee to discuss these issues. The President may request further review by the Committee. If the Selection Committee and the President cannot reach agreement as to a candidate, the President shall put his/her objection in writing to the Committee and the position shall be reopened. (Title V, Part VI, Section §53024[g]).
3. The College President shall forward the nomination(s) to the Chancellor. The Chancellor shall review and approve, in writing, the College President's nomination(s). Human Resources shall provide the Chancellor with appropriate documentation for review. A copy of the nomination(s) letter shall be forwarded to the District Equal Employment Opportunity Officer. If the District Equal Employment Opportunity Officer finds evidence of discrimination, at any level of the process, an appeal must be filed within twenty-four (24) hours to the Chancellor.
4. The approved nomination(s) shall be sent to Human Resources for immediate action and contact of the nominees approved.
5. Human Resources shall have all information regarding benefits and tentative salary placement available to the nominee(s) when contact is made. Human Resources shall inform the College President and Selection Committee Chairperson immediately of the response of the nominee(s).

9.0 REVIEW AND EVALUATION

1. The Academic Senates will review yearly the hiring process. The Senates, after consultation with the Departments, will make recommendations to the Board of Trustees on necessary changes in hiring policies.

10.0 FORMS/ REFERENCES

Appropriate forms are available from Administration and Human Resources.

Adopted: October 30, 2007

SUPERSEDES:

Procedure 4200.1, 9/11/85, 8/25/87, 9/1/1991