



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4200.5 - CONTINUING EDUCATION CONTRACT FACULTY HIRING PROCEDURE

1.0 PHILOSOPHY

1. It shall be the policy of the San Diego Community College District that highly qualified faculty be hired who are skilled in teaching, can serve the needs of a diverse student population, and who are sensitive to and representative of persons with disabilities, the cultural diversity, and the 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 administrators and managers derive their authority from the Board and bear the responsibility for implementing this hiring policy.
4. The Academic Senate have the legal responsibility and authority to develop the hiring criteria, policies and procedures jointly with the representatives of the Board.
5. The Faculty derive their authority from their expertise as teachers and as subject matter specialists as noted in the 1989 Assembly Bill 1725. The Faculty have the 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. For all definitions refer to Title 5 regulations: EEO (Equal Employment Opportunity) and nondiscrimination.
2. It is the joint responsibility of the Board, District Administrators and Managers, Staff, and Faculty to ensure that EEO goals and procedures to attain those goals are an integral part of the hiring process.
3. All participants in the hiring process shall receive training in EEO procedures and shall become knowledgeable about the District's EEO policies, procedures, and goals.
4. The District Equal Employment Opportunity Officer shall recruit, train, and maintain a suitable pool of faculty members to implement the EEO policies and procedures. The Academic Senate shall assist and support efforts to recruit and train faculty for this pool.

3.0 POSITION/ASSIGNMENT IDENTIFICATION

1. Identification of positions to be filled is processed according to District procedures.
2. The Department Chairperson or appropriate faculty person, Site Dean, and President of Continuing Education make the recommendation as to rank of the position to be filled. This rank will be reviewed by the Chancellor.
3. Recommendations for position(s) to be recruited at the Professor level will be forwarded to the Chancellor and by the Chancellor to the Board of Trustees for final approval.

4.0 COMPOSITION OF THE SELECTION COMMITTEE

1. A Site Dean/Associate Dean or appropriate contract or adjunct faculty person as designated by the Site Dean/Associate Dean convenes the Selection Committee.
2. Composition of the Selection Committee:
 - a. The Site Dean or Associate Dean.
 - b. The Department Chair (contract or adjunct faculty) or, in the absence of a Department Chair, the appropriate faculty person (contract or adjunct) assigned responsibility for program coordination.
 - c. Two discipline experts (contract or adjunct) from the department or related departments as defined by the Academic Senate. A third discipline (contract or adjunct faculty) expert shall serve if required to ensure an uneven number of committee members. The department faculty members or appropriate person assigned responsibility for program coordination, retain the right to nominate the two or three discipline experts. In addition to faculty currently teaching in the discipline, subject or discipline experts can include discipline trainers or retired instructors. In an emergency, managers or deans who have taught and/or have expertise in the discipline or in a closely related discipline may serve if approved by the Senate.
 - d. When appropriate, one representative from one of the following may serve:

Private industry

Career and Economic Development Services

Faculty from another institution

- e. An EEO Representative 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 serve as a voting member of the committee.
3. The President shall sign off on the committee nominees.
4. All members of the Selection Committee shall elect a Chair from those listed in paragraph 2.a, b, or c above. The chair must be trained on hiring procedures, presented by Human Resources, and accepts the legal and logistical responsibilities as prescribed by District policy. It shall be the responsibility of the chair to guide the committee on following these hiring procedures. Responsibility of the chair is outlined in SDCCD Human Resources Instruction Manual, 4210.

5. Serving as a Selection Committee Chair shall be considered as duties within the scope of the Manager's or Faculty member's job description and regular assignment.

5.0 ESTABLISHING THE POSITION

1. The selection committee preparing the job description shall clearly state the minimum qualifications and specific responsibilities of the assignment. They will also identify the skills necessary to carry out the assignment.
2. The selection 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 selection committee.
3. The EEO Site Compliance Officer shall review the final draft of the job description and forward it to the District Equal Employment Opportunity Officer for final review. The EEO Site Compliance Officer shall also be responsible for reviewing and validating any unique program descriptions, training and/or skills required for the job placed in the announcement.

6.0 RECRUITMENT

1. Human Resources and the selection committee chair will coordinate a recruitment campaign. The selection committee chair will review all promotional materials prior to release and distribution. The job description will include all appropriate qualifications under the California Board of Governor's Regulations and District Regulations.
2. Faculty also will be involved with the recruitment campaign.
3. Job announcement flyers will be posted at all sites for a period not less than 4 (four) weeks.
4. As directed by the selection committee, Human Resources shall be responsible for the collection of any or all of the following documents from applicants as stipulated in the job announcement:
 - a. The District application form;
 - b. Letters of recommendations, references, appropriate transcripts;
 - c. Supplemental application form; and/or
 - d. Other materials, such as those outlined in paragraph 2 of section ESTABLISHING THE POSITION specified in the job description.
5. The screening committee will also be responsible for verifying the need for the above documents (paragraph 3.a-d) and how they relate to the job qualifications stated in the job announcement.
6. 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. The Equivalency Evaluation form will be forwarded to the chair of the selection committee for consideration by the entire selection committee. Human Resources shall present to the selection committee only those application packets which are complete.
7. Human Resources shall inform the selection committee chair of the ethnic diversity of the applicant pool. Before proceeding with the screening of the

- applications, the selection committee chair shall present the diversity profile to the selection committee for approval and signature. If the selection committee does not approve the diversity profile of the applicant pool, the selection committee chair may request an extension of the recruitment period.
8. The Continuing Education President will also review the applicant pool and sign off.

7.0 SCREENING PROCESS

1. Each candidate shall be evaluated with respect to, but not limited to, the following validated criteria:
 - a. Subject area knowledge and competency;
 - b. Teaching and communication skills;
 - c. Commitment to and/or evidence of professional growth and/or community service;
 - d. Awareness and understanding of the diverse academic, socio-economic, physical ability and ethnic backgrounds of the student body; and
 - e. Teaching demonstration if required by the selection committee.[AB 1725 Sect 4 (o)(1), Sect 4 (b), and Sect 4 (3)]
2. In coordination with the selection committee chair, Human Resources shall establish screening dates and shall notify the chair when the applicant pool is ready for screening. Human Resources shall provide screening packets for each member of the selection committee. The screening packets shall contain only criteria established during writing of the job description. The selection committee screens and selects candidates for interviews based solely on the screening packets, per SDCCD Policy 4100.
3. The selection committee chair shall prepare the SDCCD 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 Continuing Education President shall review and sign off on the pool. If the pool is not approved, the President may request further recruitment efforts by Human Resources and the selection committee.

8.0 THE INTERVIEW/NOMINATING PROCESS

1. Human Resources shall coordinate with the selection committee chair a schedule of interview dates for the candidates nominated.
2. The Committee shall interview each candidate nominated and discuss his/her strengths and weaknesses relative to the criteria established by the job description. The committee may request a second interview. The committee may also check the references of the finalists. The committee will formulate its recommendations and shall submit a unranked list of the best qualified finalist(s) to the Continuing Education President.
3. The paper screening results and the interview results will both be utilized to determine which candidates will be advanced to the list of finalists. This unranked list will be forwarded to the President.
4. The committee will weigh both the paper screening and interview results. The weight of each will be determined by the committee.

9.0 SELECTION PROCESS

1. The President shall review the unranked list of finalists recommended by the Committee and shall review each finalist's file and references. The President may also make independent inquiries and conduct interviews with the finalists.
2. The Selection Committee chair and a committee representative shall meet with the Continuing Education President to discuss the unranked list of finalists submitted.
3. The selection of the finalist(s) to be recommended to the Chancellor shall be made by the President of Continuing Education in joint consultation with the Selection Committee Chair and other members of the Selection Committee. The recommended finalist(s) shall be selected only from the unranked list of finalists submitted to the Continuing Education President.
4. If the President does not choose to select according to the unranked list provided by the Committee, the President may, as his/her prerogative, deviate from the unranked list when making his/her selection(s), explaining in writing the reasons for doing so. Or, if the President does not choose to select any of the candidates on the unranked list, the President 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 the candidate(s), the President shall put his/her objection in writing to the Committee and the position shall be reopened. [Title V, Part VI, Section 53024 (4)(g)].
5. If the President does not feel that any of the candidates meet the needs of the program or Continuing Education, the President may re-institute the hiring procedure. If the procedure is to be repeated, the President will notify the Deans, the Department Chair, and the Academic Senate in writing with some justification of his/her decision.

10.0 RECOMMENDING PROCESS

1. The Chancellor shall review and approve, in writing, the President's selection(s). The President will notify Human Resources, and Human Resources shall provide the Chancellor with appropriate documentation for review. A copy of the recommendation letter from the President 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.
2. The name(s) of the approved candidate(s) shall be sent to Human Resources. Human Resources shall make contact with the candidate to extend an offer of employment.
3. Human Resources shall have all information available to the candidate(s) when contact is made. Human Resources shall inform the President and Selection Committee Chair immediately of the response of the candidate(s).

11.0 REVIEW AND EVALUATION

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

12.0 FORMS/REFERENCES

1. Title 5, Section 53024
2. SDCCD Education Master Plan, Section "HUMAN RESOURCES"
3. SDCCD Policy 4100
4. SDCCD Human Resources Instruction Manual, 4210
5. AB 1725 - Shared Governance (1989)

Adopted: October 30, 2007

SUPERSEDES:

Procedure 4200.5, 2/1/93; 10/14/1998