

Section Six

Certificated

Academic Senate

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**Section Six—Certificated/Academic Senate
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: All Policies

Procedures: All Procedures

Appendices: All Appendices

SECTION SIX

FACULTY/ACADEMIC SENATE

6A Recognition of Academic Senates (Revised July 13, 2000)

- 6A1** The Board of Trustees affirms recognition of the Academic Senates of the Colleges of the Kern Community College District under Title 5 of the California Administrative Code and as provided for in law.
- 6A2** The Academic Senates shall be recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to academic and professional matters.
- 6A3** The Academic Senate of each College shall be recognized to make recommendations with respect to academic and professional matters to the College President and Management Team of each College, and, if necessary, consult collegially with the Board of Trustees about individual College matters as outlined in **Policy 6A4**.
- 6A4** *Academic and professional matters* means the following policy development and implementation matters:
- curriculum, including establishing pre-requisites and placing courses within disciplines;
 - degree and certificate requirements;
 - grading policies;
 - educational program development;
 - standards or policies regarding student preparation and success;
 - District and College governance structures, as related to faculty roles;
 - faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - policies for faculty professional development activities;

- processes for program review;
 - processes for institutional planning and budget development; and
 - other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senates.
- 6A5** The Board of Trustees or its designee shall consult collegially with the College Academic Senates when identifying or adopting policies on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the Academic Senates which are specifically provided for in statute, regulations, or other sections of the District Board Policy Manual.
- 6A6** *Consult collegially* means that the Board of Trustees shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
- relying primarily upon the advice and judgment of the Academic Senates; or
 - that the Board of Trustees, or such representatives as it may designate, and the representatives of the Academic Senates shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the Board of Trustees effectuating such recommendations.
- 6A7** With respect to academic and professional matters listed in **Policy 6A4**, the Board of Trustees shall rely primarily upon the advice and judgement of the Academic Senates.
- 6A8** While in the process of consulting collegially, the Academic Senates shall retain the right to meet with or appear before the Board of Trustees with respect to views, recommendations, or proposals of the Academic Senates. In addition, after consultation with the administration of the College and/or District, the Academic Senates may present their views and recommendations to the Board of Trustees according to **Policies 6C1** and **6C2**.
- 6A9** The Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senates in determining which policies, proposed and existing, relate to academic and professional matters. The Chancellor shall rely primarily upon the advice and judgment of the academic senates in determining which procedures relate to academic and professional matters and shall consult collegially with the Academic Senate with respect to these procedures.

6B Responsibilities of the College Academic Senates

- 6B1** The appointment of faculty members to serve on College or District committees, task forces or other groups dealing with academic and professional matters, shall be made, after consultation with the Chief Executive Officer or his/her designee, by the Academic Senates.
- 6B2** The Academic Senates shall implement the sections of the District's and Colleges' faculty hiring and evaluation policies for which they are responsible.
- 6B3** The College curriculum committee shall be established by mutual agreement between the College administration and Academic Senate.
- 6B4** The Academic Senates may assume such responsibilities and perform such functions as may be delegated to them in writing by the Board of Trustees of the District pursuant to Section 53203(a) of Title 5.
- 6B5** Each College Academic Senate and College administration shall agree upon written responsibilities delegated to the Academic Senate, including, but not limited to, academic and professional matters as defined in Section 53200 of Title 5, California Administration Code.

6C Recommendation and Consultation

- 6C1** In making a recommendation to the Board of Trustees, the College Academic Senates shall, using their own procedures, jointly agree upon the recommendation before forwarding it to the Board of Trustees.
- 6C2** When the Board of Trustees or its designee consults collegially with the College Academic Senates, the Academic Senates shall, using their own procedures, jointly agree upon a response before forwarding it to the Board of Trustees or its designee.
- 6C3** In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senates, the recommendations of the Academic Senates shall normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board of Trustees or its designee, upon request of the Academic Senates, shall promptly communicate its reasons for its action in writing to the Academic Senates.

- 6C4** In instances where the Board of Trustees elects to provide for mutual agreement with the Academic Senates, the Academic Senates shall determine their representatives to meet with the Board of Trustees' representatives to reach a tentative mutual agreement, to be approved by each College Academic Senate. If final mutual agreement cannot be reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is not existing policy, or in cases where exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement with the Academic Senates, only for compelling legal, fiscal, or organizational reasons.
- 6D** **Scope**--Nothing in **Policies 6A** through **6F** of this policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between the collective bargaining representatives and the Board of Trustees.
- 6E** **Implementation**--This policy shall be deemed as a formal statement of compliance with the law and Title 5 regulations. The Academic Senate and administration of each College shall consult collegially on any additional procedures to implement the policies in **Section Six** of the District Board Policy Manual.
- 6F** **Review and Revision**--Policies on academic and professional matters are subject to review and revision at the request of any one (1) of the Academic Senates or the Board of Trustees. The Academic Senates and the Board of Trustees shall consult collegially on such revised policies as outlined in **Policy 6C**, before adoption of said revised policies.
- 6G** **Faculty Hiring** (Applicable to all personnel with employment contracts based on the Basic Faculty Salary Schedule)
- 6G1** **Philosophy**
- 6G1A** It shall be the policy of the Kern Community College District that a faculty hiring process be established to provide for highly qualified College faculty who are expert in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can enhance overall College effectiveness, and who are sensitive to and representative of the racial and cultural diversity of the District adult community.
- 6G1B** The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.

- 6G1C** Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The Faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.
- 6G1D** The Academic Senates have the legal responsibility and authority to develop jointly with representatives of the governing board the hiring criteria, policies and procedures for new faculty.
- 6G1E** Hiring procedures are based on a recognition that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by faculty and administration, participating effectively in all phases of the hiring process.
- 6G1F** All policies and procedures relative to faculty hiring shall be characterized by strict confidentiality to the extent permitted by law.

6G2 Affirmative Action

- 6G2A** The Board of Trustees, Administration and Academic Senate have the joint responsibility to ensure that affirmative action goals and timetables are a part of the overall process of hiring faculty.
- 6G2B** All participants in the hiring process shall receive training in affirmative action procedures and shall become knowledgeable about the affirmative action goals and timetables of the District and its Colleges.
- 6G2C** Each College's Affirmative Action Officer shall serve as a consultant on District and State guidelines and be responsible for monitoring the College and District's affirmative action policies and procedures, including but not limited to:
- Review of the job description/announcement;
 - Review of the composition and procedures of selection committees; and
 - Review of the adequacy of the applicant pool.
- 6G2D** Each College Personnel Officer in consultation with the College Affirmative Action Officer and selection committee shall determine the adequacy of the employment pool based on all applications received.

6G3 Position Identification/Approval

- 6G3A** The need for contract faculty positions shall be determined cooperatively through a well-defined, thoughtful planning process involving the College Academic Senate, faculty in the discipline, and College administrators. This process shall be agreed to by the College President and the Academic Senate.
- 6G3B** A contract faculty position requires the approval of the College President and the District Chancellor prior to the commencement of the selection process.

6G4 Job Description

- 6G4A** The department/division chair, if any, and the faculty in the discipline in consultation with the appropriate administrator shall develop the faculty job description, which shall include position requirements and desired characteristics. Hiring criteria that are beyond minimum qualifications set by District policy may be established.
- 6G4B** In special cases, faculty and/or administrators from other campuses of the College, Colleges of the District, faculty/administrators from other colleges, or outside agencies may be part of the consultative process.
- 6G4C** In all cases, job descriptions shall meet the minimum qualifications for teaching at the community college level, as established by the state-wide Academic Senate and adopted by the Board of Governors of the California Community Colleges.
 - 6G4C1** It shall be the responsibility of the Academic Senate, in consultation with the faculty of the appropriate discipline, to decide how equivalency shall be determined. See **Procedure 6G4C1** of this Manual for the list of equivalency criteria.
 - 6G4C1A** The purpose of equivalency statements shall be to ensure the maintenance of a professional and highly-qualified staff.

6G4C1A1 The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience comparable to that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

6G4C1B Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.

6G4C1C In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.

6G4C1D For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.

6G4C1E In no case shall an equivalency be interpreted to mean a *waiver* of state-mandated minimum qualifications.

6G4C2 Requirements for any vacant faculty position may exceed the state-mandated minimum qualifications.

6G4D Job descriptions shall accurately reflect the needs of the College and the goals of affirmative action.

6G5 Search Procedures

- 6G5A** Approval of open positions and initiation of the hiring process shall be early enough in the year to allow for all procedures to be undertaken in a thorough and thoughtful manner.
- 6G5B** The length of the advertising period should be long enough to ensure a pool of well-qualified applicants, and one which furthers the College's and District's affirmative action goals.
- 6G5C** Vacant faculty positions should be filled during the regular academic year.
- 6G5D** Positions shall be advertised widely to ensure a pool of highly qualified applicants and to further the College and District affirmative action goals.
- 6G5E** Position announcements shall be prepared by the College Personnel Officer in consultation with the appropriate area faculty and administrator and shall include job-related skills requirements, minimum qualifications and any special qualifications.
- 6G5F** The position announcement requires the review of the College President, the College Affirmative Action Officer and the approval of the Assistant Chancellor, Personnel or designee prior to dissemination.

6G6 Selection Committees

- 6G6A** The selection committee shall consist of at least a majority of faculty. The selection committee shall be composed of at most:
 - 6G6A1** Three (3) faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of whom shall be the department/division chair, if any, and one (1) area administrator appointed by the College President; **or** Four (4) or more faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of which shall be the department/division chair, if any, and up to two (2) administrators appointed by the College President, one (1) of which shall be the area administrator;

- 6G6A2** One (1) College Affirmative Action Committee member who shall be a faculty member if at all possible appointed by the College Affirmative Action Committee chair.
- 6A6A2A** The role of the Affirmative Action Committee member shall be to encourage staff diversity and monitor affirmative action compliance with respect to federal and State law, State regulations and District/College policies and procedures.
- 6G6A3** Additional members as agreed upon by the College President and the Academic Senate President.
- 6G6B** The area administrator will convene the initial meeting of the selection committee. The selection committee shall elect a chair from this committee, who shall be from the discipline, if at all possible.
- 6G6C** The College Personnel Office shall receive applications and initially screen for minimum qualifications. Complete applications shall be categorized relative to compliance with minimum qualifications as:
- Clearly met, or
 - Compliance not clear.
 - All complete applications will be available to the Selection Committee after inappropriate material is removed.
- 6G6D** Selection committees shall determine whether applicants meet the desired qualifications, including minimum qualifications and, where appropriate, equivalents.
- 6G6E** In determining equivalents, selection committees shall follow the procedure adopted by the Senate.
- 6G6E1** Minimum qualifications by equivalency are to be in disciplines adopted by the Board of Governors and shall be applicable District-wide. (There will be no minimum qualifications by equivalency for courses or sub-disciplines.) *(Added April 20, 1995)*

- 6G6E2** For those candidates deemed qualified by equivalents, a written record of evidence of equivalence shall be maintained. See **Appendix 6G6E1** of this Manual for the Certification of Equivalency form. *(Revised April 20, 1995)*
- 6G6E3** The College Senate, area administrator or affirmative action representative may present its views to the Board regarding each specific case of equivalency before the Board makes its decision. A written record of the Board's decision shall be kept. *(Revised April 20, 1995)*
- 6G6F** The Selection Committee shall review all completed applications and shall select those applicants for an interview who best meet the desired qualifications listed on the job description.
- 6G6G** The candidates will be evaluated with respect to, but not limited, to the following criteria:
- Subject area knowledge and competency;
 - Teaching/service and communications skills;
 - Commitment to professional growth and service;
 - Potential for overall professional effectiveness;
 - Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of the students;
 - Teaching or skill demonstrations and/or writing samples.
- 6G6H** The Selection Committee shall formulate uniform interview questions. The Selection Committee shall conduct interviews and evaluate responses. During interviews, a standardized question and appropriate follow-up procedure shall be employed. Individual committee members must be present for each interview in order to participate in the evaluation of candidates.
- 6G6H1** Every effort shall be made to schedule interviews when all selection committee members can be present. If necessary, classroom substitutes shall be provided for faculty members on the selection committee.

- 6G6I** The Selection Committee shall conduct reference checks.
- 6G6J** The Chair shall lead the committee discussion regarding strengths and weaknesses of the candidates. The committee may include written comments for each candidate as a further means of communicating its recommendations. The Selection Committee may wish to schedule second-stage interviews for those considered best qualified.
- 6G6K** Except as noted in **Policies 6G6K1** and **6G6K2**, the Selection Committee shall recommend two (2) or more finalists to the College President for final consideration. If the Selection Committee sends two (2) or more, the College President can select from those recommended after consultation with the Selection Committee Chair or with the Selection Committee if it so requests.
- 6G6K1** In the event the Selection Committee recommends one (1) finalist, the College President shall then meet with the Selection Committee to discuss its recommendation. The Selection Committee shall explain its reasons for submitting one (1) candidate. The College President may choose the candidate recommended or request additional recommended candidates, or reopen the process.
- 6G6K2** If the Selection Committee cannot recommend any of the applicants, or if the College President cannot choose any of those recommended, the hiring process shall reopen.

6G7 Selection of the Final Candidate

- 6G7A** The College President shall review the Selection Committee's recommendations and shall interview the finalists and conduct additional reference checks.
- 6G7B** The College President, in consultation with the Selection Committee Chair, shall select the finalist to be recommended to the Chancellor and Board of Trustees for final approval.

6G8 Notification of Candidates

- 6G8A** All candidates for positions in the Kern Community College District shall be notified in a timely manner regarding disposition of their applications. Interviewees shall receive personal calls from the College President or designee regarding the position.

6G8B The formal offer of employment shall be prepared and issued from the District Personnel Office.

6G9 Implementation

6G9A This policy shall be deemed a general statement of compliance with Assembly Bill 1725, and the Academic Senate of each College shall approve any additional procedures to implement this policy, according to its legal responsibility under Assembly Bill 1725.

6G10 Review and Revision

6G10A This policy is subject to review and revision at the request of any one (1) of the College Academic Senates or the Board of Trustees. Such revised policy shall be agreed upon by each Academic Senate and the Board of Trustees before it replaces the previously agreed upon policy.

Procedure

Equivalency Criteria

Equivalency criteria for use in determining minimum qualifications follow:

(A) Formal education equivalent to the Degree

(1) Formal education equivalent to the Master's Degree:

- A Master's Degree in teaching in the discipline
- A Master's Degree in Education, with substantial graduate units in the discipline
- Bachelor's Degree and a combination of thirty (30) semester graduate units in education and the discipline

(2) Formal education equivalent to the Bachelor's Degree:

- At least one hundred twenty (120) semester units, including general education and forty (40) units in a discipline, at least thirty (30) of which are upper division or graduate

(3) Formal education equivalent to the Associate Degree:

- At least sixty (60) approved units, including general education, as defined in the following guides published by the American Council on Education:

The Guide to the Evaluation of Educational Experience in the Armed Services

The National Guide to Educational Credit for Training Programs

(B) Non-Formal Education Equivalencies to the Degree

- (1) Substantial work experience equivalent to the degree, e.g., in computers, engineering, or journalism
- (2) Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications

(B) (continued)

- (3) Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books
- (C) Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline

Approved by the Chancellor's Cabinet
August 28, 1990

Appendix

