
**Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources**

AP 7120 Recruitment and Hiring

References:

Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1

NOTE: This procedure is **legally advised**.

Faculty Hiring:

Position Identification/Approval

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.

A contract faculty position requires the approval of the College President and the District Chancellor prior to the commencement of the selection process.

Position Announcement

The department/division chair, if any, and the faculty in the discipline in consultation with the appropriate administrator shall develop the faculty position announcements, which shall include position requirements and desired characteristics. Hiring criteria that are beyond minimum qualifications set by District policy may be established.

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.

In all cases, position announcements 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.

Position announcements shall accurately reflect the needs of the College and the goals of Equal Employment Opportunity.

Search Procedures

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.

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 Equal Employment Opportunity goals.

Vacant faculty positions should be filled during the regular academic year.

Positions shall be advertised widely to ensure a pool of highly qualified applicants and to further the College and District Equal Employment Opportunity goals.

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.

The position announcement requires the review of the College President, the College Equal Employment Opportunity Officer and the approval of the Assistant Chancellor, Personnel or designee prior to dissemination.

The District Human Resources Department shall determine whether applicants meet the minimum qualifications.

Screening Committees

The screening committee shall consist of at least a majority of faculty. The screening committee shall be composed of at most:

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;

The College Human Resources Manager or Equal Employment Opportunity Compliance Monitor shall be appointed by Human Resources. One (1) College Equal Employment Opportunity Monitor who shall be a faculty member if at all possible.

The role of the Equal Employment Opportunity Monitor shall be to encourage staff diversity and monitor Equal Employment Opportunity compliance with respect to federal and State law, State regulations and District/College policies and procedures. The Equal Opportunity Monitor shall serve as a non-voting member.

Additional members as agreed upon by the College President and the Academic Senate President.

The area administrator will convene the initial meeting of the screening committee. The screening committee shall elect a chair from this committee, who shall be from the discipline, if at all possible.

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 Screening Committee after inappropriate material is removed.

The Screening Committee shall review all completed applications and shall select those applicants for an interview who best meet the desired qualifications listed on the position announcement.

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.

The Screening Committee shall formulate uniform interview questions. The Screening 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.

Every effort shall be made to schedule interviews when all screening committee members can be present. If necessary, classroom substitutes shall be provided for faculty members on the screening committee.

The Screening Committee shall conduct reference checks.

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 Screening Committee may wish to schedule second- stage interviews for those considered best qualified.

Except as noted, the Screening Committee shall recommend two (2) or more finalists to the College President for final consideration. If the Screening Committee sends two (2) or more, the College President can select from those recommended after consultation with the Screening Committee Chair or with the Screening Committee if it so requests.

In the event the Screening Committee recommends one (1) finalist, the College President may then meet with the Screening Committee to discuss its recommendation. The Screening 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.

If the Screening Committee cannot recommend any of the applicants, or if the College President cannot choose any of those recommended, the hiring process shall reopen.

Selection of the Final Candidate

The College President shall review the Screening Committee's recommendations and shall interview the finalists and conduct additional reference checks.

The College President, in consultation with the Screening Committee Chair, shall select the finalist to be recommended to the Chancellor and Board of Trustees for final approval.

Notification of Candidates

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.

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

Implementation

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.

Review and Revision

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.

Adjunct Employment

The Board of Trustees shall appoint all adjunct faculty to provide instruction or services for the District.

All adjunct appointments shall be recommended to the Board of Trustees by administration who will involve the active participation and recommendation of faculty.

The District shall adopt administrative procedures for hiring adjunct faculty who meet the following criteria:

1. meet state-mandated discipline minimum qualifications or meet criteria to receive an equivalency for the discipline as determined by the College Academic Senate Equivalency Committee.
2. demonstrate subject area knowledge and competency.
3. be skilled in teaching and serving the needs of a diverse student population.
4. show potential for overall professional effectiveness.
5. communicate effectively.
6. demonstrate a sensitivity to the ethnic and cultural diversity of our communities.

It is the responsibility of the College Human Resources Office to maintain approved applicant pools for adjunct hiring. To the extent possible, all disciplines shall have approved adjunct pools.

Unless an emergency situation exists, the department/division administrator shall offer adjunct employment only to candidates from these approved adjunct pools.

The College Human Resources Office is responsible for monitoring, training, and consulting College administration, faculty, and staff involved with the recruitment and screening process for adjunct faculty.

Nothing in this policy or District Administrative Procedure shall violate federal or state laws governing personnel employment.

Adjunct Employment Procedures

Search Procedures

Position Announcements: District Human Resources will publish a list of potential part-time faculty positions as requested by the department/division. If an individual position announcement is needed, the Vice President or department/division Dean and discipline faculty shall develop the description.

Qualified Applicant Pools: College Human Resources shall review the applications and determine those that meet minimum qualifications. These qualified applicant pools shall be sorted by discipline. Applicants shall meet discipline minimum qualifications adopted by the Board of Governors. Those not meeting minimum qualifications but wishing to receive an equivalency shall be referred to the College Academic Senate Equivalency Committee.

Qualified Applicant Pool Maintenance: College Human Resources shall maintain active applications in the qualified applicant pool for a period of two years.

Approved for Assignment Pools: A part-time faculty screening committee shall review applications from the qualified applicant pool and determine those candidates to be interviewed.

College Human Resources shall review the candidates selected for interview to determine if legal requirements for non-discrimination and Equal Employment Opportunity have been met. If the Human Resources representative determines those legal requirements have not been met; he/she shall assist the screening committee in addressing the problem(s).

The discipline screening committee shall conduct interviews and determine those candidates that are approved for assignment. The committee shall communicate the results to College Human Resources, which shall work with the successful candidates to complete the employment process. A College Human Resources representative shall be available to consult with the committee on any non-compliance or procedural issues.

Each discipline's screening committee shall review its discipline pool at least once a semester or immediately upon review date(s) established in position announcements.

Approved for Assignment Pool Maintenance: College Human Resources shall maintain active applicants in the approved for assignment pool for a period of five years.

Composition of Part-Time Faculty Screening Committee

The committee consists of the faculty chair and the appropriate educational administrator or designee. A second faculty member may be included if agreed upon by both the faculty chair and the educational administrator.

Selection of Candidates

Screening Criteria: The candidates shall be evaluated with respect to, but not limited to, the following criteria:

- (a) ability to demonstrate skills in teaching or services that will effectively serve the needs of a diverse student population
- (b) ability to provide specific subject matter expertise that meets the District's core mission

Emergency Circumstances

If an approved for assignment pool does not exist, and if there is insufficient time to convene a part-time faculty screening committee that includes the faculty chair, the Vice President or department/division dean shall include, whenever possible, at least one tenured faculty member from the relevant discipline in interviewing and selecting adjunct instructors.

If circumstances do not permit the inclusion of any faculty in the contingency or emergency screening of qualified applicants, the Vice President or department/division dean must notify the College Human Resources Manager and the faculty chair. The notification shall state the reasons for not being able to include any faculty.

An appointment under emergency circumstances is valid for one semester only. The emergency hire shall be placed back into the qualified applicant pool for future consideration.

Hiring procedures for each employee category are maintained in the Human Resources Office.