
Kern Community College District
Board Policy
Chapter 7 – Human Resources

BP 7120 Recruitment and Hiring

References:

Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq., and 87458;
Title 5 Sections 51023.5 and 53000 et seq.;
ACCJC Accreditation Standard III.A.1

NOTE: This policy is **legally required**.

The Chancellor shall nominate or recommend employees, and the Board of Trustees shall employ from those who have been nominated or recommended by the Chancellor. It shall be the responsibility of the Chancellor to employ and retain well-qualified, competent staff members. The Chancellor may authorize interim employment and payment prior to Board action to accommodate payroll processing; however, Board action is required to ratify employment at the next regularly scheduled Board meeting.

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring Educational Administrators shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

- The faculty will be involved in the selection process of candidates for educational administrator positions for which applications are solicited.

- The screening committee shall include a total of three (3) faculty members, to be appointed by the respective College Academic Senates at each of the District Colleges as follows: one (1) from Bakersfield; one (1) from Porterville; one (1) from Cerro Coso.
- As appropriate, the Chancellor shall chair the screening committee. At the discretion of the Board of Trustees this function may be assigned to another manager.
- Faculty representatives shall be appointed by the academic senate.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the organization an opportunity to participate in the decisions under the board's policies regarding local decision making.