

**Human Resources**

**AP 7120e TEMPORARY/CASUAL LONG-TERM FACULTY  
RECRUITMENT AND HIRING**

**References:** Accreditation Standard IV B.1.j.

All temporary/causal long-term faculty will be hired in accordance with the steps established below:

1. Identify a Position

- a. A vacancy is identified by the department chair and the appropriate Dean is notified.
- b. The Dean notifies the appropriate Vice President that a vacancy exists.
- c. The Vice President notifies the Academic Senate President that a vacancy exists and they jointly decide whether special circumstances warrant hiring temporary full-time faculty. These special circumstances include the following:
  - 1) The position can be covered only by full-time faculty.
  - 2) The position is to cover unexpected leave.
  - 3) The position is for a visiting professor.
  - 4) The program is under development.
  - 5) A special opportunity exists with regard to underrepresented groups.
  - 6) Time constraints do not permit a full recruitment.

2. Hiring Plan

- a. The Department Chair will submit an on-line posting request.
- b. The job description must be detailed in terms of the programmatic needs of the college, including a description of the discipline and areas of expertise within the discipline that the faculty member should be prepared to teach.

- c. The job description will include a requirement for sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students per Title 5.
  - d. Standards and criteria for employment must be clearly stated in the job posting. These shall include that all faculty members hired by the District must possess, prior to the initial interview, the minimum qualifications, pursuant to Education Code, or will be certified to possess equivalent qualifications through a process established by the Academic Senate and the Board of Trustees.
  - e. Pursuant to Title 5, when any standards exceeding minimum qualifications are applied, the Office of Diversity, Equity and Compliance may take appropriate steps to eliminate any impact to underrepresented groups.
  - f. The on-line posting request will be electronically forwarded to the campus/college Dean, Vice President, and President for approval. If any one them feels that changes are needed, the posting will be sent back to the department with a rationale for the changes.
  - g. Once the request is approved and routed to Diversity and Human Resources for development of the posting notice, a copy of that notice, in draft form, shall be shared with the Chair of the Department before the posting is made public. If there are any changes required, Diversity and Human Resources will include those in the posting for publication.
3. Search Committee
- a. A three-person panel consisting of the Dean, the Department Chair, and a faculty member from the appropriate discipline, selected by the Department Chair, will serve as the search committee. In the case where there is no available faculty member in the appropriate discipline, the Department Chair will select one faculty member from a related discipline. Career and Technical disciplines may appoint industry or community experts. The Department Chair will act as the Chair of the search committee.
  - b. The Diversity and Human Resources Department will make sure that search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training workshop prior to any participation in the

selection process to assure that the members are sensitive to the concept of fairness and non-discrimination.

- c. No current employee shall participate in any decisions relating to the employment of any person related to them by either birth or marriage in compliance with the Board Policy regarding Nepotism.

4. Diversity Review and Budget Approval

- a. The campus/college President will forward the request to Budget Control, for verification of available funding and budget codes.
- b. The posting request will then be electronically forwarded to the Director, Diversity, Equity and Compliance for review, who will then forward it to the Office of Diversity and Human Resources for review and posting. Any concerns including those regarding equity and diversity, will be communicated to the Department Chair and/or the Dean for resolution.

5. Announcement of Recruitment

- a. The Diversity and Human Resources Department will post the position on-line.
- b. The Diversity and Human Resources Department will be responsible for managing paperwork and ensuring the process includes the following:
  - (1) Applicants will need to apply on-line to be included in the available pool. The available pool of applicants may be obtained by:
    - (a) Advertising the vacancy in standard publications and websites (local newspapers, the Chronicle of Higher Education, minority publications, RCCD website, HigherEdJobs.com, InsideHigherEd.com, SoCalHERC.com, California Community College Registry, etc.) The department and the discipline members are encouraged to be pro-active in recruiting a diverse pool of outstanding applicants. The Department may recommend additional advertising sources.

- (b) Posting the vacancy internally only.
  - (c) Utilizing a recent tenure track recruitment pool.
- (2) The screening and selection process shall conform to Title 5, Section 53024, which includes references to the screening or selection techniques, including the procedure for developing broad interview topics, and the selection process as a whole.
- c. The Office of Diversity, Equity and Compliance will review the applicant pool with regard to potential impact on underrepresented groups per EEO regulations, as required by Title 5.
- d. The Search Committee will review the applicant pool on line and select those to be interviewed.
- e. After review of the applications, the Search Committee will determine if the applicant pool has sufficient numbers or sufficiently qualified applicants to proceed. If not, the committee may request extension of the deadline and/or additional recruitment.
- f. Initial interviews will be conducted by the Search Committee and held on the campus/college of hire. A Diversity and Human Resources representative may assist the Committee Chair in facilitating the work of the committee. The interview process will reflect the following:
  - (1) A select number of qualified candidates, screened from the initial applicant pool, will be invited for a personal interview at their expense.
  - (2) The Search Committee will conduct interviews of the applicants using the same process for each. The Search Committee will develop a set of questions to be asked of all candidates being interviewed. The interview may include a teaching or skills demonstration.
  - (3) The Search Committee will recommend a finalist to the Vice President.
  - (4) The Office of Diversity, Equity and Compliance will review the list of finalists recommended to the Vice President
  - (5) The Search Committee may decide that no candidate from those interviewed will be recommended. If this occurs, the

President or designee, after consultation with the screening committee, will determine whether to extend or terminate the recruitment process.

g. Final interviews

- (1) The Vice President will interview the finalist. The Vice President may invite additional committee members to participate in the final interview. The District may reimburse finalist, in accordance with Board Policy, for appropriate travel expenses to final interviews.
- (2) If no candidate is selected for the position, the Vice President will notify Diversity and Human Resources and a decision will be made whether to extend or terminate the recruitment process.
- (3) In the event a candidate is selected for the position, reference calls will be made by the Vice President or his/her designee. The Department Chair may be included in this process. At the Vice President's request, the Diversity and Human Resources Department may conduct the reference calls.
- (4) The Diversity and Human Resources Department will determine salary placement based on the candidate's academic preparation and teaching/professional industry experience.

6. Offer of Employment

- a. The Vice President, or his/her designee, will make a conditional offer of employment. The offer is conditioned upon several events taking place, such as, but not limited to, reference checks, TB testing, fingerprinting, receipt of transcripts, employment verification and Board approval. The Vice President, or his/her designee, will notify the Diversity and Human Resources department whether or not the selected individual has tentatively accepted the position pending salary and benefit placement.
- b. The maximum time a faculty member can be employed as a long-term temporary is one (1) year.
- c. The Diversity and Human Resources Department will inform the applicant about the salary placement and benefit package, and

inform the Vice President, or his/her designee, if the applicant has accepted the position.

- (1) The Diversity and Human Resources Department will inform the Search Committee and the Office of Institutional Effectiveness that the applicant has accepted the position.
  - (2) All selected candidates must be approved by the Board of Trustees, at the next available regularly scheduled meeting of the Board.
- d. The Diversity and Human Resources Department will meet with the selected applicant to complete the necessary pre-employment paperwork.
  - e. The Office of Institutional Effectiveness will follow up for welcome, orientation and additional information about the District.

*Office of Primary Responsibility:* Diversity and Human Resources Department

Also see Administrative Procedure 3410, titled Nondiscrimination and Administrative Procedure 3420, titled Equal Employment Opportunity

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Administrative Approval: June 1, 2009