

3012.

ADMINISTRATIVE REGULATIONS  
ON HIRING CONTRACT FACULTY

3012.1 The Vice President of Human Resources shall administer these regulations.

3012.2 Approval of Position

- A. Following the agreements contained in the Process and Criteria for Determining New Full-time Faculty Positions, the Hiring Priorities Committee will prepare a ranked list of recommended positions in accordance with specified criteria in the fall of each academic year.

The composition of the Hiring Priorities Committee is as follows: the Dean of Counseling and Student Support Services, the instructional deans, the Vice President of Student Support Services, the Vice President of Academic Affairs (co-chair), the Vice President of Human Resources, the President of the Academic Senate (co-chair) and the Executive Committee of the Academic Senate.

- B. If membership on the Hiring Priorities Committee is not equally distributed between faculty and administration, additional appointments shall be made to establish a balance. These appointments shall be agreed upon jointly by the Vice President of Academic Affairs and the President of the Academic Senate.
- C. The Vice President of Academic Affairs will be responsible for presenting the Hiring Priorities Committee's prioritized list to the Executive Committee of the College.
- D. If the list is not accepted, the Executive Committee of the College will communicate its decision and rationale to the Hiring Priorities Committee.
- E. Once the prioritized list of positions has been approved by the Superintendent-President, the list will be forwarded to the Vice President of Human Resources or designee.

3012.3 Vacancy Notice

- A. A draft of the vacancy notice which includes the position description, desirable qualifications, and required qualifications, must be attached to the Hiring Priorities request form. A statement requiring an evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of

community college students shall be included in the required qualifications.

- B. The Vice President of Human Resources or designee will ensure that the vacancy notice is appropriate in terms of policy and regulations of the District, established personnel procedures and Title 5, Section 53022 requirements.
- C. Any changes to the draft by the Vice President of Human Resources or designee will be re-submitted to the appropriate dean or designee, the department head(s), and the appropriate subject area faculty for consultation and approval and then forwarded to the appropriate vice president for approval.
- D. Whenever possible, the initiation of the hiring process shall occur early enough in the year so that the hiring process is completed before the beginning of summer session for fall hires. The length of the advertising period shall be two (2) months, whenever possible, but no less than six (6) weeks. Information about the timeline for advertising will be available from the Human Resources Department upon request.

#### 3012.4      Screening Process

All aspects of the screening process are confidential. Screening committee members will maintain confidentiality and agree not to release any recruitment information to non-authorized persons (non-committee members), to limit discussion of candidates to the appropriate committee meetings, and to maintain detailed, accurate job-related written materials. All participants shall sign and abide by a confidentiality statement and return all recruitment documents to Human Resources.

All procedures regarding the screening process shall be based on job-related criteria, designed to detect and avoid adverse impact on any monitored group, and ensure that applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. Upon request, the Chancellor's Office will be provided with a copy of the Screening Committee Procedures (Title 5, Section 53024.a).

#### A. Screening committee composition and responsibilities:

##### 1. Screening committee composition:

All Committee members shall be voting members unless otherwise indicated (see 3012.4.2.b).

- a. The appropriate dean or designee shall chair the committee.

- b. Department head(s) or designee appointed by the department head in consultation with the appropriate dean or designee.
- c. At least two (2) faculty members selected through a shared governance process (i.e., majority vote or consensus) by the full-time faculty of the department(s) or subject area and approved by the Academic Senate. Whenever possible, faculty members chosen to serve on the screening committee shall be from the discipline into which the new faculty member will be hired.

If the position is a split-discipline assignment, representatives from both areas must be involved in the entire screening process.

- d. One equal employment opportunity non-voting member, appointed by the Academic Senate. As a representative of the District's staff diversity efforts, this member shall monitor the screening process for adherence to equal employment opportunity/diversity laws, regulations and policies on behalf of the District. If questions or concerns arise, the equal employment opportunity representative shall inform the Vice President of Human Resources or designee.
- e. One student selected by a majority vote of the full-time faculty members of the hiring department whose name shall be submitted to the Dean of Student Affairs or designee for approval. Prior to approval, the dean or designee will consult with the Associated Student Body President.
- f. Other non-faculty, as recommended by the appropriate dean or designee and the department head, may be selected in consultation with the Academic Senate President and appropriate vice president. Non-faculty would be non-voting and must not exceed the number of Long Beach City College faculty on the committee.
- g. Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications. The Vice President of Human Resources or designee in consultation with the dean and department head may supplement committee membership with faculty when additional diversity is necessary. The final decision lies with the Vice President of Human Resources. [Title 5, Section 53024(f)].

- h. The Vice President of Human Resources or designee may sit in on any interview conducted by the screening committee as a non-voting observer.
2. Screening Committee Responsibilities:
- a. The appropriate dean shall forward the recommended names of the screening committee members to the Vice President of Human Resources or designee. The dean or designee shall arrange the first meeting of the screening committee.
  - b. All members of the screening committee including the student will have voting privileges, except the Academic Senate equal employment opportunity representative, and other non-faculty.
  - c. In establishing committee meeting schedules, every reasonable effort must be made to accommodate and include all committee members (voting and non-voting) in all screening committee meetings.
  - d. A two-thirds majority of the screening committee must be present in order to conduct business of the committee other than candidate interviews. The two-thirds majority must include a department head or designee, dean or designee and at least two (2) voting faculty members.
  - e. All members of the committee must be present to conduct candidate interviews. Failure to attend any portion of any candidate's interview will disqualify the screening committee member(s) from further participation in the selection process.
  - f. The interview, deliberation and voting process cannot continue without the department head, the dean and at least two (2) voting faculty members. In the event of extenuating circumstances, alternative actions may be taken to accommodate all members of the committee. These may include an alternative meeting schedule or phone conferencing.
- B. The Vice President of Human Resources or designee shall:
- 1. Ensure that all members of faculty screening committees have participated in an equal employment opportunity training session at least every other year in order to comply with the requirements of Title 5, Section 53003(4).
  - 2. Receive and log all applicant materials.

3. Forward the applicant files to the chair of the screening committee. Files shall at minimum include a District application form (supplemental application if used), cover letter, resume, letters of recommendation and transcript(s) showing the degree(s) required for the position. Exceptions to this provision may be granted, prior to receiving files, by joint agreement of the screening committee and the Vice President of Human Resources or designee in accordance with Title 5, Section 53023.
  4. Notify all applicants in a timely manner, upon the request of the screening committee, whenever a selection process is either delayed or canceled.
- C. The Vice President of Human Resources or designee shall ensure that all aspects of Title 5, Section 53023, Applicant Pool, are adhered to as follows:
1. The employment application shall afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group, veteran status, citizen status and disability. This information shall be confidential and used only for monitoring the effectiveness of the District's equal opportunity employment program.
  2. Once the initial application deadline has closed, the applicant pool will be analyzed to ensure that monitored groups are not affected by discriminatory recruitment procedures. If necessary, the application deadline will be extended and additional recruitment efforts will be conducted. At the close of the extended deadline, applications will be screened to determine which candidates satisfy job specifications set forth in the job announcement.
  3. If adverse impact is found to exist, the Vice President of Human Resources or designee shall take effective steps to address the adverse impact before the selection process continues [Title 5, Section 53001(a)]. Such steps may include:
    - a. Extending the deadline to ensure that the adversely impacted group has had additional opportunities to apply.
    - b. Including all applicants previously screened out on the basis of any locally established qualifications beyond state minimum qualifications that were not specifically job-related.
  4. If adverse impact persists after following 3012.4(C)(3), the selection process may proceed only if:

- a. The job announcement does not require qualifications beyond the statewide minimum qualifications; or
  - b. Locally established qualifications beyond state minimum qualifications are found to be job-related and consistent with a business necessity that meets federal law requirements; or
  - c. A particular qualification beyond statewide minimum qualifications is found to be job-related and consistent with business necessity throughout the community college system.
5. The District may not advertise or use in future hiring processes for the same or similar position any locally established qualifications beyond state minimum qualifications that could not be verified.

NOTE: Authority cited: Sections 66271.1, 66700 and 70901, Education Code; and Section 11138, Government Code.

Reference: Statutes of 1988, Chapter 923, Section 4; Sections 66010.2, 66030, 66071, 66270 and 87360, Education Code; and Sections 11135-11139.5, Government Code.

- D. The Vice President of Human Resources or designee shall recommend to the Superintendent-President whether or not the applicant pool should be certified.
- E. If the Superintendent-President does not certify the applicant pool, the Vice President of Human Resources or designee will consult with the chair of the screening committee, the department head, area dean and appropriate vice president regarding appropriate action in the selection process. The chair will notify the screening committee members of the action taken.
- F. Prior to reviewing the applicants' folders, the screening committee shall develop and submit a list of questions, a teaching demonstration or other performance indicators (e.g., writing sample, portfolio) and the assessment criteria to be used for evaluating all candidates. The list of questions must be approved by the Vice President of Human Resources or designee, prior to the commencement of the interviews.
  1. For each question, the screening committee shall have assessment criteria for members' use in evaluating each candidate's response. The purpose of these assessment criteria is to ensure that committee members evaluate consistently. A range of possible responses to each interview question will be appended to the list of

interview questions to help assist the committee members in their assessment.

2. Screening committee members will evaluate candidate responses to each question with a rating of excellent, satisfactory or unsatisfactory. If a rating of unsatisfactory is assigned, a written explanation will be required.
- G. The initial interview shall include a teaching demonstration and/or other performance indicators. Final approval of performance indicators rests with the Vice President of Human Resources or designee.
- H. The Vice President of Human Resources or designee may recommend additional qualified candidates for interview, but only as provided for in Title 5, Section 53023. The screening committee shall determine that each candidate either has met the minimum qualifications for hire for that discipline or has qualifications that are at least equivalent to the minimum qualification(s).
- I. If a candidate applies for equivalency and the screening committee selects that candidate for interview, the chair of the screening committee shall ask the Equivalency Committee, as identified in Policy 3022, to review the candidate's application to confirm that candidate's qualifications are equivalent to the minimum qualifications. The Equivalency Committee shall submit in writing to the screening committee why a candidate's qualifications were or were not found to be equivalent to the minimum qualifications.

Candidate(s) determined by the Equivalency Committee to possess at least the equivalency of the minimum qualifications may be invited for interview by the screening committee.

- J. If, after reviewing the applicant folders, the screening committee determines there is an insufficient number of acceptable applicants, the chair of the screening committee may recommend that the Vice President of Human Resources or designee, extend or terminate the recruitment process or recommend the position for carry-over (Section 3012.6).
- K. The chair of the screening committee shall return all application materials and the list of those to be interviewed to the Vice President of Human Resources or designee, who shall arrange for the interviews.
- L. The screening committee shall interview the applicants and direct the chair to exercise one of the following options:

1. At the completion of the interview process, the chair will poll the committee members to determine their respective rankings for each applicant. The chair will compile the rankings, and after further review and deliberations, will prepare and submit a memo to the Vice President of Human Resources, or designee, listing three or more finalists. The candidates on this list may be ranked or unranked, at the discretion of the screening committee. If fewer than three (3) final candidates are chosen, the committee shall follow the procedure outlined in Section 3012.4.M.
  2. Reference checking will be conducted by faculty and/or the administrator serving on the committee and will be conducted prior to the final interviews. It is recommended that no one person conduct all reference checks for a single candidate. It is also recommended that the committee reconvene to hear the results of the references prior to forwarding the candidates to the final interviews.
  3. If the committee is considering multiple positions under the same job description, a minimum of one (1) additional finalist will be forwarded for each additional position.
- M. Should the committee find fewer than three (3) applicants acceptable, the appropriate vice president, the Vice President of Human Resources, the area dean, the department head, and appropriate screening committee members, will meet to discuss the following options:
1. Request that the screening committee select additional candidates from the candidates previously interviewed;
  2. Request that the screening committee conduct additional interviews from the available candidates;
  3. Establish a new recruitment period;
  4. Revise or reissue the vacancy announcement;
  5. Consider the position for carry-over in the next hiring cycle; or
  6. Conduct final interviews of the acceptable applicants.
- N. After the interview process is completed, the chair of the screening committee must return all application folders and evaluation materials to the Vice President of Human Resources or designee.

- O. When the screening committee has completed the selection process, the screening committee members shall select, if appropriate, one faculty discipline expert to participate in the final interview process along with the dean or designee and the department head or designee.
- P. The Vice President of Human Resources, or designee, will arrange for candidate interviews. For candidates traveling long distances, a telephone interview may be granted by the appropriate vice president. This telephone interview in no way indicates a commitment to hire.

3012.5      Final Interview/Selection Process

- A. The appropriate vice president, area dean, department head or designee, and faculty discipline expert, selected by the screening committee, if appropriate, shall interview the final candidates including any telephone interviews. The interviews shall be conducted under the direction of the appropriate vice president.

The area dean or designee, department head and other participants shall be provided with the opportunity to offer comments, observations and results of the initial interview by the screening committee to the appropriate vice president. The committee's ranking shall be strongly considered, but not be binding upon the vice president or Superintendent-President.

- B. If, after interviewing the ranked/unranked candidates, no candidates are found acceptable, the vice president shall contact the dean and the department head(s) as soon as possible. The screening committee members will then meet to determine if additional applicants will be recommended from the pool for interview, or if there shall be recruitment for additional applicants, or if the position should be considered for carry-over (Section 3012.6). If additional applicants are to be recommended, the screening committee will be reconvened.
- C. Prior to a final determination of the candidate to be selected, the vice president shall discuss the selection procedure with the Superintendent-President.
- D. The appropriate vice president shall communicate with the dean or designee and department head, as soon as possible, that a decision has been reached on the candidate selected for employment. It shall be the responsibility of the department head and dean to convey the results/rationale of the final interview to the screening committee. If the screening committee wishes to meet with the vice president to discuss the results of the final selection, the dean or the department head shall arrange a meeting.

- E. The appropriate vice president shall notify the Vice President of Human Resources or designee of the name(s) of the recommended candidate(s). At the request of the Superintendent-President, the Vice President of Human Resources may schedule an additional interview(s) with the Superintendent-President or designee.

The Superintendent-President shall notify the Vice President of Human Resources and the appropriate vice president of his/her recommendation at the conclusion of the interviews.

- F. In the event the Superintendent-President decides not to recommend any candidates to the Board of Trustees, the vice president, in consultation with the screening committee members and the Vice President of Human Resources, may determine whether to interview others from the pool, re-advertise the position, recruit for additional applicants to increase the current pool or consider the position for carry-over. This section must adhere to Title 5 requirements, Section 53024(b) and 53024(g).

The final recommendation will be forwarded by the Superintendent-President to the Board of Trustees for approval.

- G. The Vice President of Human Resources or designee shall conduct all necessary communications with the unsuccessful candidates.
- H. The recommended candidate(s) shall be notified by the appropriate vice president or the Vice President of Human Resources or designee, and be informed of the procedures required to complete the hiring process.

All recommended candidates must submit official transcripts to the Vice President of Human Resources, no later than 60 days after the candidate is approved by the Board of Trustees and prior to the first day of paid service. The Office of Human Resources shall evaluate the candidate's official transcripts to determine that the candidate meets the minimum qualifications and that the candidate's official transcripts are identical to any unofficial transcripts previously submitted by him/her.

The candidate's employment by the District shall be contingent on approval of his/her official transcripts by the Vice President of Human Resources or designee. The Office of Human Resources shall prepare the documents necessary for action by the Board of Trustees.

- I. The successful candidate(s) shall be notified in writing, by the Vice President of Human Resources or designee of the Board's approval.

3012.6      Carry-Over Positions and Unexpected Position Openings

## A.    Carry-Over Positions

1. A position is considered to be a "carry-over position," if the Hiring Priorities Committee decides to rank the position first for the following hiring cycle. Carry-over positions are subject to available funding.
2. If a faculty position is not filled, it may be considered for carry-over if the following criteria are met:
  - a. The screening committee has observed all deadlines and procedures as established by this policy and administrative regulations.
  - b. It is affirmed that the pool was inadequate or the number of approved positions was reduced due to funding.
  - c. The need still exists; and
  - d. A good faith effort regarding recruitment was made.
3. At the first meeting of the Hiring Priorities Committee in the fall semester, each area dean shall present any positions to be considered for carry-over, along with proof that the criteria for carry-over have been met.
4. After hearing the presentation from the deans, the Hiring Priorities Committee shall vote by a majority to recommend positions for carry-over.

## B.    Unexpected Position Openings

1. When additional faculty positions become available after the initial hiring priorities ranked list has been established - due to unexpected retirements, death, resignations, or failure to hire prioritized positions - the following procedure will be observed:
  - a. Available members of the Hiring Priorities Committee will reconvene as soon as possible to determine the best ways in which to fill the open positions.
  - b. The committee will reconsider both the previous ranking of the Hiring Priorities Committee and any new and crucial needs that have arisen at the college since the initial ranking list was approved.

- c. The committee will consider any extenuating factors in current hiring conditions, such as the feasibility of a new search at the time of the discussion.
- d. The committee will develop and recommend a prioritized list for filling the available positions to the Executive Committee of the College.