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**Board Policy**  
Chapter 7 – Human Resources

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**BP 7120 RECRUITMENT AND HIRING****References:**

Education Code Sections 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq., 87458, and 87600 et seq.;  
Title 5 Sections 51023.5 and 53000 et seq.;  
ACCJC Accreditation Standard III.A.1

The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

The Superintendent-President 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 Administrative Hiring**

The employment of academic administrative staff is predicated on the premise that the highest quality personnel are essential to achieving the mission, goals and objectives of Long Beach City College. In addition, it is the policy of the District to employ administrators who will be sensitive to and understand the diverse academic socioeconomic, cultural, disability, and ethnic backgrounds of our student population; as well as representative of the qualified workforce. In achieving these results, a method for recommending persons to the Board of Trustees has been developed which ensures consultation with faculty, classified staff, managers, and other appropriate groups. Moreover, this method shall be implemented in such a manner that the concept of equal opportunity of employment shall be facilitated.

**Hiring Contract Faculty**

The District employs faculty of the highest quality to help achieve the mission, the goals, and the objectives of the District. In addition, it is the policy of the District to employ faculty members who will be sensitive to, and effective in serving the needs of a diverse student population, as well as representative of the qualified workforce.

Applicants for faculty positions will be considered who have excellent subject matter preparation and broad academic/professional experience. Applicants considered shall be committed to the concept of the open-door comprehensive community college, particularly its concern for the success, development, and welfare of the student. Participation in diverse institutional, professional, student, and/or community activities is also preferred.

The selection of contract faculty shall be determined through consultation among the various segments of the college: faculty, administrators, students, and others when appropriate.

### **Hiring Part-Time Faculty**

District hires highly qualified part-time faculty who advance student success through teaching and learning processes that enable students to succeed in achieving their educational goals.

It shall be the intent of this policy to create a pool of qualified part-time faculty through a hiring process that provides for equal employment opportunity and is consistent with state and federal law.

Also see BP/AP 3410 Nondiscrimination, BP/AP 3420 Equal Employment Opportunity, AP 7120 Recruitment and Hiring, BP/AP 7210 Academic Employees, BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; BP/AP 7212 Temporary Faculty; BP/AP 7240 Confidential Employees; BP/AP 7250 Educational Administrators, Personnel Commission Rules, and the related collective bargaining agreements for applicable employee groups.

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**Adopted:** April 15, 1974 (*BP 3003*); March 1, 1979 (*BP 3012*); May 23, 1989 (*BP 3013*)

**Revised:** March 15, 1995 (*BP 3003*); June 10, 2008 (*BP 3012*); January 18, 2011 (*BP 3013*); November 13, 2012 (*BP 3003*); November 8, 2023

*(Replaces former LBCC BPs 3003, 3012, and 3013)*