
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

The District's recruitment and hiring procedures shall 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 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.

Academic Administrative Hiring

The Superintendent-President shall be responsible for implementing this procedure.

For the purposes of these regulations, any administrative position that is not part of the classified service is considered an academic (educational) administrative position.

When an academic administrative vacancy occurs for a newly established position, the Superintendent- President shall convene the President's Leadership Council. In consultation with this group, the Superintendent-President will determine the following listed below. Existing positions do not require consultation from President's Leadership Council.

- A. Whether the position should be filled.
 - 1. The manner in which the position shall be filled in accordance with Title 5, Section 53021, which could include any of the following options:

- B. Lateral transfer
 - 1. Interim Appointments
 - 2. Recruitment which is open to internal and external candidates.

If an unexpected vacancy should occur at a time that makes it impractical to follow the regular selection process, an interim appointment, for one year, and not to exceed an

extension for a second year, as needed. Regular hiring procedures must be completed within two years after the interim appointment has been made.

Once it has been decided to fill and recruit for the academic administrative vacancy, the Superintendent-President shall direct the Vice President, Human Resources, to convene the Screening Committee which shall consist of:

- A. One administrator, who shall serve as chair, appointed by the Superintendent-President.
- B. Two administrators appointed by the Superintendent-President.
- C. The Academic Senate President or a representative appointed by the Academic Senate President.
- D. The LBCCFA President or a representative appointed by the LBCCFA President.
- E. Two faculty members, jointly appointed by the Academic Senate President and the LBCCFA President.
- F. One part-time faculty member appointed by the CHI President.
- G. The Associated Student Body President or a representative appointed by the Associated Student Body President, with the option of two additional student representatives appointed by the ASB Cabinet.
- H. The AFT President or a representative appointed by the AFT President.
- I. One Confidential employee may be selected by the Confidential employees, if so desired by the hiring authority.
- J. One classified employee jointly appointed by AFT and the Confidential employees.
- K. An Equal Employment Opportunity representative selected from either the full-time faculty or management as determined by Human Resources who has been trained in the practices and principles of EEO appointed by Human Resources.

All members of the Screening Committee except the Equal Employment Opportunity representative(s) will have voting privileges, provided they attend all interviews and deliberations.

If, after the Screening Committee is convened, a committee member is unable to fulfill any part of the obligation relevant to the committee function, Human Resources shall notify the presiding officer of the constituent organization which the committee member represented and another committee member may be appointed if time permits, and if the phase of the process allows.

A majority of the Screening Committee must be present for the Screening Committee to meet.

The Vice President, Human Resources, or designee, shall:

- A. Receive and log all applicant materials.
- B. Forward only those applications that meet the minimum requirements for the position. Incomplete applications will not be considered.
- C. Notify applicants, whenever a selection process is either delayed, canceled, or when an application is incomplete.
- D. Arrange for or oversee the scheduling of ~~for~~ all interviews.

The Vice President, Human Resources or designee shall:

- A. Orient the Screening Committee and ensure that District employees who participate on screening or selection committees will receive appropriate training on the requirements of Title 5, Section 53003(4).
- B. Monitor all phases of the recruitment and selection procedure and ensure that all aspects of Title 5, Section 53024, are adhered to.
 - 1. All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole shall be:
 - a. Designed to ensure that for administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
 - b. Based solely on job-related criteria,
- C. Recommend to the Superintendent-President whether or not the applicant pool should be approved, as needed.

If the Superintendent-President does not approve the applicant pool, the Vice President, Human Resources, will consult with the Superintendent-President and appropriate Vice President and decide whether to extend the filing deadline, revise and/or reissue the vacancy announcement, postpone filling the position, or make an interim appointment in accordance with Title 5, Section 53023(b).

Prior to reviewing the applicants' folders:

- 1. the Screening Committee shall develop and submit a list of interview questions with criteria. The list of questions must be approved by the Vice President, Human Resources, or designee.

2. Human Resources shall determine that each candidate has met the minimum qualifications for hire.

It shall be the function of the Screening Committee to screen all qualified applicants, interview candidates, and recommend a minimum of three unranked finalists to the Superintendent-President. The Superintendent-President, in consultation with the Vice Presidents, shall determine the process for the final interview. The process, including all interview questions, will be approved by the Vice President, Human Resources, or designee. The process and questions used in reference checks for the finalists will be reviewed by the Vice President of Human Resources, or designee.

Should the committee be unable to recommend at least three finalists to the Superintendent-President, the Vice President, Human Resources, may extend the filing deadline, revise and/or reissue the vacancy announcement, recommend that filling the position be postponed, recommend that additional candidates from the existing applicant pool be interviewed or obtain approval from the Superintendent-President to continue with finalists as recommended by the Screening Committee. This section must adhere to the requirements of Title 5, Sections 53024(4)(b) and 53024(g).

In the event the Superintendent-President decides not to recommend any of the final candidates to the Board of Trustees, Human Resources shall inform the Screening Committee.

The Vice President, Human Resources or designee, shall conduct all necessary communication with the unsuccessful candidates.

All successful candidates must submit official transcripts to the Vice President, Human Resources or designee, no later than sixty (60) days after approval by the Board of Trustees and prior to the first day of paid service. The Vice President, Human Resources or designee, shall evaluate the candidate's official transcripts to determine that the candidate meets the minimum qualifications. The candidate's employment by the District shall be contingent on approval of his/her official transcripts by the Vice President, Human Resources.

The successful candidate(s) shall be notified by the Vice President, Human Resources, or designee, and instructed in the hiring process. The Office of Human Resources shall prepare the documents necessary for action by the Board of Trustees. The successful candidate(s) shall be notified by the Vice President, Human Resources, of the Board's approval.

Hiring Contract Faculty

The Vice President of Human Resources shall administer these procedures.

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.

1. Institutional Effectiveness (IE) will provide Departments and Programs seeking positions clear and current data related to all sections of the form as well as clear definitions for packet elements will be provided (including funding sources, FTEF, FTES, etc.). In addition, the Hiring Priorities Committee shall receive information about the FON and comparative data from Institutional Effectiveness regarding all submissions and all criteria in the Faculty Position Request Forms.
 2. 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.

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.

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 a statement stating an understanding of and commitment to the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students 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 protected 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).

Screening committee composition and responsibilities:

Screening committee composition:

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

1. The appropriate dean or designee shall chair the committee.
2. Department head(s) or designee appointed by the department head in consultation with the appropriate dean or designee.
3. 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.
4. If the position is a split-discipline assignment, representatives from both areas must be involved in the entire screening process.
5. One equal employment opportunity non-voting member, approved 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.

6. 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.
7. Other non-faculty, or part-time faculty as recommended by the appropriate dean or designee and the department head. These positions are non-voting and must not exceed the number of Long Beach City College faculty on the committee.
8. 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 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)].
9. The Vice President of Human Resources or designee may sit in on any interview conducted by the screening committee as a non-voting observer.

Screening Committee Responsibilities:

1. 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.
2. All members of the screening committee including the student will have voting privileges, except the equal employment opportunity representative, and other non-faculty or part-time faculty.
3. 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.
4. A two-thirds majority of the screening committee must be present to conduct business of the committee, except candidate interviews where all committee members must attend. The two-thirds majority must include a department head or designee, dean or designee and at least two (2) voting faculty members.
5. All members of the committee must be present to conduct candidate interviews. Failure to complete the entire screening process automatically disqualifies a committee member from further participating in the process. Additionally, failure to attend any portion of any candidate's interview will disqualify the screening committee member(s) from further participation in the selection process.
6. 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, or remote interviews.

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 year 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, 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.

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 their gender, ethnic group, veteran status, citizen status and disability. This information shall be confidential and used only for auditing 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 protected groups are not affected by discriminatory recruitment procedures. If necessary, the application deadline will be extended and additional recruitment efforts can 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 a lack of representation, which may include adverse impact, is found to exist, the Vice President of Human Resources or designee shall take effective steps to address the presence of reasonable representation within the applicant pool before the selection process continues [Title 5, Section 53001(a)]. Such steps may include:
 - a. Extending the deadline to ensure reasonable representation within the applicant pool.
 - b. Including reviewing all applications 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 the steps above, 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.

The Vice President of Human Resources or designee shall recommend to the Superintendent-President whether or not the applicant pool should be certified.

If the Superintendent-President does not certify the applicant pool, the Vice President of Human Resources or designee will ensure appropriate action is taken to assure reasonable representation is present within the applicant pool. The chair will notify the screening committee members of the action taken.

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. The response criteria is appended to each of the interview questions to guide 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, as represented by numerical values. If a rating of unsatisfactory is assigned, a written explanation will be required.

The initial interview may include a teaching demonstration and/or other performance indicators. Final approval of performance indicators rests with the Vice President of Human Resources or designee.

The Vice President of Human Resources or designee may add qualified candidates for interview if fewer than 7 candidates have been selected to be interviewed, in alignment

with the principles of equal employment opportunity and the District's mission. 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).

If a candidate applies for equivalency and the screening committee selects that candidate for interview, the department head or chair of the screening committee shall ask the Equivalency Committee, as identified in BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies, 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.

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

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.

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 below in section M.
2. Reference checking will be conducted by committee chair, department head the administrator serving on the committee and will be conducted after the final interviews. It is recommended that no one person conduct all reference checks. It is also recommended that the committee reconvene to hear the results of the references prior to officially submitting the finalist's name to Human Resources.
3. If the committee is considering multiple positions under the same job description, an additional finalist may be forwarded for each additional position.

Should the committee find fewer than three (3) applicants acceptable, the committee can move less than three interview candidates to the final interview, or with 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.

Final Interview Process

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.

When the screening committee has completed the selection process, the area vice president 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.

The Vice President of Human Resources, or designee, will arrange for final interviews. For candidates traveling long distances, a remote interview may be granted by the appropriate vice president. This remote interview in no way indicates a commitment to hire.

The appropriate vice president, area dean, department head or designee, and faculty discipline expert, if appropriate, shall interview the final candidates including any remote interviews. The interviews shall be conducted under the direction of the appropriate vice president.

If, after interviewing the ranked/unranked candidates, no candidates are found acceptable, the vice president shall communicate the dean and the department head(s) as soon as possible to determine if the screening committee members will then meet to assess if additional applicants may be recommended from the pool for final interview, or if there shall be recruitment for additional applicants, or if the position should be considered for carry-over. If additional applicants are to be recommended, the screening committee will be reconvened.

Prior to a final determination of the candidate to be selected, the vice president shall advise the Superintendent-President of the proposed candidate

Once a decision has been reached on a candidate for employment, it shall be the responsibility of the dean to convey the results of the final interview to the screening committee.

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 their recommendation at the conclusion of the interviews.

In the event the Superintendent-President decides not to recommend any candidates to the Board of Trustees, the area vice president and Vice President of Human Resources, can consider feedback from the screening committee members, in determining 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 Sections 53024(b) and 53024(g).

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

The Vice President of Human Resources or designee shall conduct all necessary communications with the unsuccessful candidates.

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 them.

The candidate's employment by the District shall be contingent on approval of their 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.

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

Carry-Over Positions and Unexpected Position Openings

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.

Unexpected Position Openings

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:

1. 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.
2. 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.
3. 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.
4. The committee will develop and recommend a prioritized list for filling the available positions to the Executive Committee of the College.

If Hiring Priorities Committee decides to approve an additional position, the Committee must send an official written notification to the Vice President of Human Resources, or the designee.

Hiring Part-Time Faculty

The Vice President, Human Resources, shall administer these procedures.

The Vice President, Human Resources or designee, shall have responsibility for monitoring these procedures in compliance with equal employment opportunity consistent with state and federal law.

Objectives

- A. To hire qualified hourly faculty from which departments may select hourly faculty.
- B. To support equal employment opportunity consistent with state and federal law.

Hiring Procedures

- A. Each department will hire part-time faculty in accordance with the needs of the department.
- B. The department head and the dean shall participate in the recruitment.
- C. In conjunction and coordination with the department, the Human Resources Office will announce openings hourly faculty positions within each discipline and/or department.

Selection Committee

- A. The Selection Committee shall be comprised of at least one non-voting EEO representative, the department head and one other full-time faculty member from the department (or if not possible, from a closely related discipline). The appropriate administrator may have the discretion to participate on the selection committee.
- B. All committee members are required to complete the annual equal employment opportunity training prior to application review.
- C. The department head shall chair the Selection Committee.

The appropriate administrator together with the department head and the Vice President, Human Resources, or designee, shall review the applications, the criteria, and procedure used for selection to ensure equal employment opportunity.

Once the recruitment has closed, approved by Human Resources, the application materials will be reviewed by the committee.

Interview/Selection Process

- A. Qualified candidates will be selected for interview by the committee. In circumstances where three (3) or more qualified candidates exist within a pool, at least three (3) must be selected for interview. If less than three (3) qualified candidates exist within the pool, each of the qualified applicants must be interviewed.
- B. All interview questions must be pre-approved by Human Resources. One component of the interview shall assess the candidate's ability to effectively address the needs of students from diverse backgrounds.
- C. At the conclusion of the interviews, the selection committee shall recommend a candidate for hire to the area dean. The area dean is responsible for the selection and hiring of all hourly instructors.
- D. All application materials, reference checks and selection committee materials and discussion relative to the hiring process shall be governed by strict confidentiality.

- E. Should a situation arise which necessitates an emergency hire, the department head may hire an individual for a period of one (1) semester with approval from the dean. The dean will notify Human Resources in writing of the emergency hire and the reason that necessitated such an emergency. The applicant may not be rehired for any subsequent semester without having gone through the standard non-emergency selection process as defined within this regulation.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP 7120 Recruitment and Hiring; AP 7126 Applicant Background Checks; BP/AP 7210 Academic Employees; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; BP/AP 7212 Temporary Faculty; BP/AP 7230 Classified Employees; BP/AP 7240 Confidential Employees; BP/AP 7250 Educational Administrators; AP 7337 Fingerprinting; Personnel Commission Laws/Rules; and the related collective bargaining agreements for applicable employee groups.

Approved: May 23, 1989

Revised: May 23, 1989 (*AR 3013*); March 15, 1995 (*AR 3003*); May 27, 2008 (*AR 3012*); January 18, 2011 (*AR 3013*); November 13, 2012 (*AR 3003*); November 8, 2023

(Replaces former LBCC ARs 3003, 3012, and 3013)