



ADMINISTRATIVE PROCEDURES

No. 7120.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

FULL and PART TIME FACULTY HIRING

Full Time Faculty

The following screening process applies to open full-time tenure-track faculty; full-time temporary; and full-time categorically funded faculty positions.

Initiation of the Hiring Process

A selection process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

Those parts of the selection process that normally require the participation of faculty will generally not be conducted during summer and winter breaks when faculty are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the Academic Senate. Extenuating circumstances include, but are not limited to, instances when a faculty member must be identified on short notice to fill an unexpected leave of absence or vacancy. In this situation, faculty will be compensated for participation on the Screening Committee per their Collective Bargaining Agreement.

Screening Committee Composition and Appointment

Full-time positions will be filled by utilizing participatory governance Screening Committees. When possible, the committee shall consist of 6 members: 3 full-time faculty one of whom should be from the same or related discipline whenever possible; with 3 additional members selected from each of the non-faculty constituent groups (Classified and Management).

The responsible Dean over the discipline will serve as Co-Chairs of the Screening Committee. If the responsible Dean is not available, the Superintendent/President will designate another Dean to serve as the Co-Chair.

For each vacancy, the Director of Human Resources or designee will contact constituent group leaders and ask that they request volunteers willing to serve on the Screening Committee.

Academic Senate will appoint three faculty representatives to serve on the Screening Committee and designate which of the appointed faculty will act as faculty co-chair. Faculty co-chairs shall be faculty within the discipline. When there is no full-time faculty in the discipline or one is not available to serve on the committee, faculty in a related discipline will be appointed as co-chair. If two or more faculty in the same discipline are being hired at the same time, a single hiring committee may be used. Classified Senate will appoint one classified representative to serve on the Screening Committee. The Management Team will appoint one manager to representative to serve on the Screening Committee.

Dated: May 20, 1981
Revised: April 3, 1991
May 5, 1993
June 4, 1997
May 1, 2002

May 19, 2004
November 10, 2005
February 10, 2009
April 10, 2014
February 26, 2021

Page 1 of 9

The Director of Human Resources will develop the recommended committee membership list from the names submitted by constituent group leaders considering diversity, employees who have knowledge related to the duties of the vacancy, and those who work closely with the position. The Director of Human Resources may request additional names to further diversify the committee composition.

The Co-Chairs and/or Director of Human Resources may add to the committee a student or an individual other than college staff to provide technical expertise.

The recommended committee membership list will be forwarded by the Director of Human Resources or designee to the Superintendent/President for final approval. Once approved by the Superintendent/President, the Director of Human Resources will notify the constituent group leaders and inform those not selected to serve.

Screening Committee Duties

All members of the Screening Committee will complete Equal Employment Opportunity and Bias Training-prior to participation on the Screening Committee. Sign a statement certifying that they have received training as required under Title 5, and agree to maintain confidentiality.

The Director of Human Resources will meet with the Screening Committee to provide training on the equal opportunity guidelines, confidentiality requirements and committee responsibilities.

- The training shall include the requirements of Title 5 of the California Code of Regulations, sections 53000 et. seq. and of state and federal nondiscrimination laws. The training shall also include the educational benefits of workforce diversity, inclusion, the elimination of bias in hiring decisions, and best practices for serving on a Screening Committee. The training shall include means for identifying and eliminating barriers to employment that are not job related.
- The training shall include the need for committees to assess whether candidates can demonstrate that they can infuse diversity and equity into their instruction and/or services to students and are committed to student success.

When the required training has been completed and verified by the Director of Human Resources, the Screening Committee, in consultation with the Director of Human Resources will:

- Review and revise the job announcement prepared by the Director of Human Resources in consultation with the Co-Chairs.
 - All job announcements will include requirements that the candidate is sensitive to, has an understanding of and ability to teach diverse students (including, but not limited to: academic, socio-economic, disability, sexual orientation, gender identity, ethnic and racial backgrounds).
- Develop paper screening rubric based on the specific requirements of the position addressed in the job description and announcement.
- Review all qualified applications and rank according to the paper screening rubric.
 - The committee will meet to review and discuss the rubric rankings to determine who will be interviewed.
 - The committee may recommend the deadline be extended or the position re-advertised if

Dated: May 20, 1981

May 19, 2004

Page 2 of 9

Revised: April 3, 1991

November 10, 2005

May 5, 1993

February 10, 2009

June 4, 1997

April 10, 2014

May 1, 2002

February 26, 2021

there is not an adequate and/or diversified applicant pool.

- Develop first level interview materials, including: interview questions; teaching/professional demonstration topics and requirements; written prompts; and other screening criteria.
 - Develop an interview rubric based on the specific requirements of the first level interview
 - This will include a means for assessing the candidates demonstrated ability infuse diversity, inclusion, and equity into their instruction and/or services to students and are committed to student success.
- Selection criteria at each stage of the selection process will include a sensitivity to, an understanding of and the ability to teach diverse backgrounds of community college students.
- Participate in interviews.
- Disqualify applicants and recommend finalists only on the basis of legitimate, job- related qualifications.
- The committee members will individually rank the candidates for both a paper screen and through the first level interview process.

In addition to the above stated, the Screening Committee Co-Chairs will:

- Coordinate meeting schedule with Human Resources.
- Co-chairs will review the most recent job description for currency and if it meets specific needs of the department that may exist.
- Provide leadership to the committee during the various phases of the selection procedure, including enforcing EEO practices and considerations.
- Provide recommendation to Human Resources on recruitment outlets.
- Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.
- Oversee calculation of paper screen and post interview ranking.
- Participate in the second level interview with the Superintendent/President and responsible Vice President.
- The Co-Chairs will review the reference checks completed by the Dean, as the designee of the Superintendent/President.

Job Announcement Requirements

The Director of Human Resources, in consultation with the Screening Committee, will develop a job announcement for all full-time faculty positions filled pursuant to Title 5, the District EEO Plan.

The job announcement will include:

- Filing deadline date
- Job description and duties
- Minimum Qualifications
- Salary and benefits
- Application procedure, including the items that must be submitted for an individual to be considered for candidacy (e.g., resume, letter of interest, etc.)
- Information regarding the District
- Equal Opportunity Employer statement
- The requirement that faculty demonstrate a sensitivity to and understanding of the diverse

Dated: May 20, 1981

May 19, 2004

Page 3 of 9

Revised: April 3, 1991

November 10, 2005

May 5, 1993

February 10, 2009

June 4, 1997

April 10, 2014

May 1, 2002

February 26, 2021

academic, socioeconomic, cultural, disability, gender identity, sexual orientation ethnic and racial background of community college students.

- Each job announcement shall include language indicating that candidates are required to demonstrate that they can infuse diversity, inclusion, and equity into their instruction and/or services to students and are committed to student success.

The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines and the District EEO Plan.

Recruitment

Human Resources will distribute copies of the job announcement to a variety of recruiting sources which shall include the California Community Colleges Registry, and may include state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

Human Resources may place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair or other job fairs or resources for advertising the District as a potential faculty employer.

Application Review and Selection of Interviewees

The Director of Human Resources and Co-Chairs shall monitor the application review and screening process to ensure compliance with Title 5, EEO requirements, and confidentiality.

The Director of Human Resources, or designee, shall assist Screening Committees as needed, schedule committee meetings, prepare screening materials, make other related arrangements, etc.

The Director of Human Resources and/or Co-Chairs will review the materials submitted by applicants. Only those persons who have provided all the required application items by the applicable deadline shall be retained in the process. The Director of Human Resources shall also review the applicant pool after the filing deadline date, along with the Co-Chairs, to determine if the filing period may need to be extended and/or the position re-advertised due to equal opportunity considerations, the number of applications received, etc.

The Director of Human Resources will provide qualified applications received to the Screening Committee for review. The Co-Chairs will review the applications to ensure State mandated Minimum Qualifications have been met. If this is not clear and/or if the Co-Chairs disagree, the Academic Senate will be asked to review the application to determine if the Minimum Qualifications have been met or if an Equivalency Committee need to be convened to make the determination.

Any applicant who holds a degree that departs from the State mandated minimum qualifications or

Dated: May 20, 1981 May 19, 2004
Revised: April 3, 1991 November 10, 2005
May 5, 1993 February 10, 2009
June 4, 1997 April 10, 2014
May 1, 2002 February 26, 2021

the equivalent as defined by the *Minimum Qualifications for Faculty and Administrators in California Community College Handbook* and who submitted a request for equivalency through the application process will be evaluated for equivalency by the Academic Senate. Should any applicant requests for an equivalency be received; notification to the Academic Senate shall be provided as soon as possible in order to schedule an equivalency committee meeting within one week of position closure. All requests for equivalency for the position shall be completed simultaneously.

All applicants who meet the published State mandated minimum qualifications and all applicants who have been found to possess equivalencies to the applicable minimum qualifications will be available for all the Screening Committee member review during the agreed time period developed by the committee. All Screening Committee members will independently review the entire application packet and rank it according to the rubric developed by the Screening Committee (see above Screening Committee Duties). The rankings will be summarized by the Director of Human Resources, or designee. The Co-Chairs will consider the aggregate rankings and determine where there is a natural break in the rankings or where particular candidates are separated from the field of applicants.

The Screening Committee shall meet to review and discuss the findings of the paper screen rankings, as summarized by Human Resources and the Co-Chairs and determine who shall be offered an interview. The Co-Chairs shall notify the Director of Human Resources of selected candidates to offer a first level interview. Human Resources shall contact and schedule applicants within the prescribed schedule set by the Screening Committee.

First Level Interviews

Human Resources shall contact and schedule interviews for applicants within the prescribed schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

First level interviews shall be conducted by the Screening Committee and consist of the following components:

- Written prompt completed within prescribed duration
- Oral interview based on set questions developed by the Screening Committee
- Teaching demonstration based on topic predetermined by Screening Committee

The interview process will include:

- Each of the Screening Committee members shall ask the same question(s) of all interviewees.
- The Screening committee shall rank each applicant based on the answer to each question, the writing prompt, and the teaching demonstration according to the rubric developed by the committee.
- Upon completion of the interviews, The Co-Chairs in coordination with Human Resources will compile the rankings. The co-chairs will present the entirety of the rankings for consideration of the committee, including the names of the candidates.
- The Screening Committee shall review and discuss the rankings to determine which candidates are selected for a second level interview. Only candidates that the Screening Committee

Dated: May 20, 1981

Revised: April 3, 1991

May 5, 1993

June 4, 1997

May 1, 2002

May 19, 2004

November 10, 2005

February 10, 2009

April 10, 2014

February 26, 2021

Page 5 of 9

determines to be acceptable for hiring will be recommended for a second-level interview with the Superintendent/President. The specific rankings will not be forwarded along with the recommendation, as at this point all candidates should be considered equal.

Second Level Interviews

Human Resources shall contact and schedule second-level interviews for applicants with the Superintendent/President and Co-Chairs according to the schedule set by the Screening Committee. Human Resources will ensure that reasonable accommodations for applicants with disabilities are provided to any applicants who request such accommodations in connection with the screening process.

The Superintendent/President **or designee** will:

- Consult with the Director of Human Resources as needed regarding the screening process, equal opportunity guidelines. The Superintendent/President may defer completion of the process to verify that it reflects equal employment opportunity principles and District Board Policy and Administrative Procedure.
- Conduct second level interviews with the recommended applicants. The responsible Vice President, and the Screening Committee Co-Chairs will participate in second level interviews.
 - At the completion of the interviews the Superintendent/President will discuss the final candidates with the participants in the second level interviews before making a final hiring decision.
 - Will conduct reference checks from the list provided by the applicant,
 - Communicate with the Co-Chairs a hiring decision has been made, including which candidate will be recommended to the Board of Trustees
- If unable to choose any of the final candidates, meet with the Screening Committee to discuss these issues, concerns, and rationale for disagreement with the committee.
 - If issues cannot be resolved, the Screening Committee may determine if alternate candidates should be forwarded for consideration. If none are determined appropriate, the Screening Committee may request a new recruitment process be initiated
- Authorize the Director of Human resources to make an official offer of employment.
 - Forward the employment recommendation to the Board of Trustees, which will ratify the decision

Candidate Notification and Process

Upon notification of the selected candidate from the Superintendent/President the Director of Human Resources will contact the candidate to make the official offer of employment.

Upon verbal acceptance of offered position Human Resources will:

- Discussions with the final candidate regarding reasonable accommodation of a disability during employment will be conducted at this time by the Director of Human Resources and the responsible Dean.
- Prepare a Board agenda item concerning employment of the applicant. All offers of employment are conditional and made subject to formal approval of the Board of Trustees and background clearance. Hire dates will be effective on a date following Board action.

Dated: May 20, 1981
Revised: April 3, 1991
May 5, 1993
June 4, 1997
May 1, 2002

May 19, 2004
November 10, 2005
February 10, 2009
April 10, 2014
February 26, 2021

- Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
 - Retain application and selection materials for the time prescribed by law.
- Send written or provide verbal notification to applicants concerning the outcome of the selection process.

If the candidate rejects the offer of employment, the procedure may be reinstated, modified, or postponed until a future date.

Part Time Faculty

The following screening process is applicable to part-time employment under Education Code 87482.5.

Initiation of the Hiring Process

The responsible Dean and/or the full time faculty in the discipline in coordination with the responsible Dean may request a specific discipline recruitment effort from Human Resources.

The Director of Human Resources shall coordinate with the responsible Dean and full time faculty in the discipline to develop the job announcement as it pertains to specific discipline recruitment.

Recruitment

Human Resources shall send copies of the part-time job announcement to the California Community Colleges Registry, and may send the announcement to other appropriate recruiting sources which may include: schools and universities, local agencies and organizations which are a potential source of applicants, and other entities as appropriate. Human Resources shall also participate in appropriate job fairs that may provide sources of faculty for part-time assignments.

Human Resources shall also place ads in local newspapers and other publications as appropriate.

Open recruitment applies to part-time faculty vacancies in accordance with Title 5 of the California Code of Regulations, section 53021. The District may recruit separately for each part-time position vacancy or may establish a pool of eligible part-time candidates.

Job Announcement Requirements

The Director of Human Resources, in consultation with the responsible Dean and at least one full time faculty in the discipline, or closely related discipline, will develop a job announcement for specific part-time faculty positions filled pursuant Title 5, the District EEO Plan., if there is not a comparable one available. The provisions for full-time faculty the job announcement will be applied to hiring part-time faculty.

Application Review and Selection of Interviewees

The Dean responsible for the discipline and at least one full-time faculty member from the discipline, or a closely related discipline, will review the application materials and determine those applicants to be interviewed. Full-time faculty in the discipline or a closely related discipline will

Dated: May 20, 1981
Revised: April 3, 1991
May 5, 1993
June 4, 1997
May 1, 2002

May 19, 2004
November 10, 2005
February 10, 2009
April 10, 2014
February 26, 2021

participate in the interview process. The Dean shall serve as the committee Chair, in order to facilitate the interview process (scheduling meetings etc.).

The provisions of the Full-Time Faculty Procedures shall be applied to the hiring of part-time faculty hiring, these include:

- Committee training per the provisions of Title 5 of the California Code of Regulations, Equal Opportunity and Bias, and confidentiality
- Development of interview questions and other screening materials
- Reference checks
- Minimum Qualification and/or Equivalency determinations
- Accommodation for disabilities

Upon completion of the interviews, the Dean forward the names of those determined to be acceptable for hiring to Human Resources. The Superintendent/President will make the final decision for hiring part-time faculty. To do so, they may (or their designee) may conduct an additional interview (the full-time faculty in the discipline will participate in the second-level interview); select a candidate from the names advanced by the Director of Human Resources that were recommend by the responsible Dean and Full-time faculty member who conducted the interviews; or defer the selection of the part-time faculty member to the responsible Dean. Action by the Board of trustees applies to the hiring the part-time faculty under this provision.

Short Term Temporary and Substitute Faculty

Should circumstances arise that require the employment of day-to-day substitute faculty or short-term temporary faculty where temporary service is authorized in accordance with applicable law and such service is not otherwise addressed in these procedures, reasonable efforts shall be made to recruit qualified applicants. The screening of such temporary and substitute faculty shall be conducted by the academic Dean responsible for the department to which the individual will be assigned. Candidate names shall be forwarded for Board action as soon as reasonably possible.

Faculty Interns

The District may employ faculty interns under the provisions of Education Code section 87487 and Title 5 of the California Code of Regulations, sections 53500 et seq. The majority of the full-time faculty and/or the Dean of any division may propose a faculty internship opening for a participating department prior to the beginning of a semester.

Faculty interns who are students shall meet the minimum qualifications described in Title 5, section 53502. Faculty interns may also include persons who meet the regular faculty state-mandated minimum qualifications but who lack teaching experience.

Recruitment shall include sending announcements for the District's faculty internship program to all campuses of the University of California and the California State University as well as to other accredited institutions of higher education subject to Chapter 4 of Part 59 of the Education Code (beginning with section 94300).

The purposes of using faculty interns is to enhance the District's efforts at building a diverse

Dated: May 20, 1981 *May 19, 2004*
Revised: April 3, 1991 *November 10, 2005*
May 5, 1993 *February 10, 2009*
June 4, 1997 *April 10, 2014*
May 1, 2002 *February 26, 2021*

faculty, to enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, particularly in disciplines for which recruitment is difficult, for disciplines in which a shortage of qualified faculty is anticipated, and for which current industry experience is important.

References: Education Code Sections 87487, 87482.5 and 94300. et seq.
Title 5 of the California Code of Regulations, sections 53021 and 53500 et seq.

Dated: May 20, 1981
Revised: April 3, 1991
May 5, 1993
June 4, 1997
May 1, 2002

May 19, 2004
November 10, 2005
February 10, 2009
April 10, 2014
February 26, 2021