

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR R-120</b>
		<b>FACULTY SELECTION, TENURE-TRACK</b>
<b>ISSUE DATE:</b> October 12, 2010	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide dated March 9, 2010	<b>CHANGES:</b> Updates to Sections III(A) , III(D), III(G), and III(H)	

## I. POLICY

It is the policy of the District to employ faculty members who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Those individuals must be sympathetic and sensitive to the racial and cultural diversity of the populations the colleges serve, and they should generally reflect that diversity themselves. In addition, they must be well prepared to respond to the educational needs of all the special populations served by the District's colleges.

## II. DEFINITIONS

- **Academic employee** refers to a person employed by a community college district in an academic position. The term "certificated employee" or any similar term used in reference to community college employees shall be deemed a reference to academic employees of the community colleges.
- **Academic position** includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356.
- **Applicant** is a person who has expressed an interest in employment with the District.
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.
- **Employee** is a person assigned to a specific position for a certain period of time.
- **Minimum Qualifications** are the education and experiential requirements that a candidate must meet, as prescribed by the Board of Governors of the California Community Colleges, to serve as an academic administrator.
- **New Hire** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District. Prospective new employees are those who have been offered and have accepted a position but have not completed employment processing.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.

- **Recruitment** is the act of seeking prospective new employees.
- **Selection** is the process of choosing a candidate in preference to others to fill a particular position.

### III. REQUIREMENTS

- A. It is the duty of each College and Division to implement these written procedures governing the selection of academic employees that ensure that candidates for faculty positions meet Academic Service minimum qualifications hiring requirements, that any offer of employment is made prior to a proposed candidate beginning the assignment, and that all assignments are processed according to District requirements and timelines. Selection and assignment of faculty shall be based on job-related factors which include qualifications and capabilities. The use of any degree of personal, political, or social influence to secure selection or assignment to a faculty position, or the urging of any consideration other than fitness for the work as a ground for selection or assignment is unprofessional conduct and is strictly forbidden.

It is the responsibility of each College/Division to establish, follow, and monitor internal written procedures to ensure recruitment and selection procedures are in keeping with compliance reviews, recruitment activities and selection processes as defined in LACCD policies and procedures. The college president at the location where the vacancy exists is responsible for the selection process leading to the recommendation of a candidate to District Office Human Resources.

- B. **Non-Discrimination:** The LACCD seeks to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination (Board Rule 101301).

#### C. Authorization to Fill Faculty Position

1. The position must be authorized to be filled in accordance with location specific shared governance and/or management approvals in place within the District.
2. Procedure to Request Authorization to Fill Position.
  - a. LACCD Form 902 Notice of Intent to Fill Academic Position (NOI) must be completed by the location where the vacancy exists and submitted to the District Office Human Resources.
  - b. District Office Human Resources will review the NOI to ensure that the position has sufficient funding and FTE for the duration of the assignment. After review, District Office Human Resources will return the original NOI to the initiating location, indicating on the form whether or not the request to fill the position has been approved.
  - c. No selection process to fill an academic employee position can begin until authorization to fill the position has been received from the District Office Human Resources.

- d. If the NOI is to fill a Consulting Instructor or Instruction Special Assignment (ISA) position, the job description must accompany the NOI.

#### D. Selection Committee

1. Upon receipt of authorization to fill the academic position, a selection committee composed of at least three (3) members, a majority of whom shall be faculty members in the discipline of the position to be filled (or, as determined by the college president, a closely related discipline), at least one (1) academic supervisor, and a non-voting EEO representative. The faculty members on the committee must be tenured or tenure-track. EEO representation shall be provided by the Compliance Officer or his or her designated representative to ensure uniformity in the selection process and an equal opportunity to all applicants for employment. All committee members shall be voting members, except the EEO representative, who is a non-voting member of the committee. No member of the committee may be related to any of the applicants; if that is the case, that committee member must be excused from the committee and a replacement committee member must be appointed.
2. The selection committee shall conduct all phases of the selection, including but not limited to the evaluation of applications, interview of selected candidates, and recommendation of the three best qualified candidates for the vacancy to the college president.

#### E. Recruitment of Candidates

1. **Job Announcement:** Recruitment begins with the development and distribution and/or posting of employment opportunity announcements through the most cost effective marketing techniques appropriate for the job class. Working with the members of the discipline, the search/selection committee shall prepare a job announcement to be used in announcing the job opening for approval by the President. The announcement shall fully describe the desirable academic preparation, experience and other characteristics sought in a candidate, and the duties and responsibilities the contract faculty member will be expected to assume. The minimum qualifications specified in the announcement shall be the same as the State Qualifications. The committee may, however, add to the State Qualifications any appropriate language requiring evidence of:
  - a. the ability to communicate and work effectively with people of diverse cultures and language groups; and,
  - b. sensitivity to individuals who come from diverse academic, socioeconomic, cultural and ethnic backgrounds, including those who have disabilities.
2. **Announcement Distribution:** The announcement shall be forwarded to District Office Human Resources ([jobpostings@laccd.edu](mailto:jobpostings@laccd.edu)) for posting on the District Job Opportunities website and to the State Registry ([registry@yosemite.cc.ca.us](mailto:registry@yosemite.cc.ca.us)) for posting on the California Community Colleges job opportunities website. Additionally, District Office Human Resources will forward to the hiring campus a mailing list of potential applicants who have filed a Notice of Interest with the District for the position discipline. The hiring location will forward the announcement to all addressees on the interest mailing list.

3. **Duration of Recruitment:** The recruitment period for each search should be several months long (preferably beginning in the early spring for positions that are anticipated to be filled for the subsequent fall term, or at least a full semester in advance of the start of the assignment for other positions). The specific recruitment period for tenure-track academic positions shall be no fewer than six (6) weeks.

The recruitment process shall include decision points at which the overall size and diversity of the applicant pool will be reviewed to determine if the pool is satisfactory based on availability data, diversity goals, and other relevant factors. Following such a review, if the President determines that the size or diversity of the pool of candidates who responded to the college's job announcement is not satisfactory, an extension of the recruitment period shall be required. In that event, the search/selection committee shall be required to initiate additional recruitment efforts.

#### F. Application Evaluation

1. To be considered as a candidate for a faculty position, all applicants must submit to the hiring location a cover letter summarizing the candidate's qualifications for the position along with a completed application for employment on a form specified by the District; *transcript(s) from an accredited institution*; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and any other relevant information specified in the job announcement.
2. **Requirements of Screening Process:** All applications for the specific academic position shall be reviewed by all members of the selection committee prior to any interview. The diversity survey form must be removed prior to review by the selection committee, and no marks or note are to be made on the application materials. The committee chair is responsible for ensuring that only those applicants judged to meet minimum qualifications are invited to interview. All applicants for Academic Service must meet the minimum qualifications for the academic field as specified in Minimum Qualifications published by the Board of Governors of the California Community Colleges. Applicable rules include the following:
  - Degrees and credits generally must be from a postsecondary institution accredited by the American Council of Education
  - Postsecondary foreign transcripts must be evaluated by any of the agencies approved by the California Commission of Teaching Credentialing.
  - An occupational certificate or license may be required to meet certain qualifications.
3. The selection committee is responsible for reviewing all applications received at the hiring location for minimum qualifications. All campus selection committee members are required to sign Form C589 Campus Review Committee Members' Agreement, and all selections must include Form C589.

#### G. Interviews

1. The selection committee shall endeavor to interview a minimum of five applicants for the academic position. A fewer number of candidates can be interviewed upon approval of the college president. The chairperson or designated administrator of the selection committee shall be responsible for contacting candidates invited for an interview and for making all necessary

arrangements for scheduling and interviews. Application materials are provided to the selection committee members to provide information about the candidates to be interviewed. Additional information or clarification about candidates may be obtained directly from the candidates during the interview.

2. All information obtained on candidates who are considered for employment **must be kept confidential**, and information about candidates may be used only by authorized Campus Interview Committee members. Any written notations made about candidates or their qualifications are exclusively for use by the Campus Interview Committee members.
3. Each selection committee member is to complete and sign an evaluation form for each candidate interviewed using Form C594 Campus Interview Committee Evaluation. All C594 forms shall be signed and kept in the selection file in District Office Human Resources. All supplemental notes made by selection committee members are to be destroyed when the interview process has been completed. All selection committee members are required to sign Form C306 Campus Interview Committee Members' Agreement.
4. At the conclusion of candidate interviews, the selection committee shall recommend to the college president, in alphabetical (not rank) order, up to three (3) candidates for further consideration. The number of candidates recommended by the committee shall exceed three (3) at the direction of the college president. The committee chairperson is responsible for completing Form C193 Campus Interview Committee Report.
5. At the conclusion of candidate interviews, reference checks may be performed for all candidates recommended to the college president. Any reference checks will be performed by the administrator-in-charge.

#### H. Recommendation

1. The college president shall recommend to District Office Human Resources the candidate he/she believes is best qualified for the assignment. The original application materials, official transcripts, and verification of professional experience letters for the recommended candidate should be submitted to District Office Human Resources, along with the following documents:
  - a. Administrative Interview Report (Form C193); original form
  - b. Copy of approved and signed Notice of Intent to Fill Academic (Certificated) Position (LACCD Form 902)
  - c. Evidence of Effort form, signed by selection committee chair, compliance officer and college president; original form
  - d. Campus Review Committee Members' Agreement (Form C589); original form
  - e. Campus Interview Committee Members' Agreement (Form C306); original form
  - f. Campus Interview Committee Evaluation (Form C594), all forms for each candidate interviewed; original form

- g. Copies of interview questions, writing sample questions
  - h. Writing samples for the recommended candidate
2. District Office Human Resources shall review the selection packet materials for completeness and a determination of whether the recommended candidate meets specified minimum qualifications.
  3. The Office of Diversity Programs shall review the selection package materials to ensure EEO principles have been followed.
  4. Upon completion of the minimum qualifications and EEO compliance reviews, District Office Human Resources shall provide written notification of approval to hire the recommended candidate. If the recommended candidate does not meet the minimum qualifications review, or the selection process does not meet the EEO compliance review, District Office Human Resources may request an additional candidate recommendation. If no other candidate is available for recommendation, then District Office Human Resources can direct the college president to form a new selection committee and repeat the selection process.
  5. Upon completion of the final qualification review/audit, the hiring location is given authorization to hire and an offer of employment can be made to the candidate. When the selected candidate accepts the offer of employment, the candidate is then hired. **No offer of employment shall be made to any candidate until authorization to hire is received from District Office Human Resources.**

### III. ADDITIONAL SOURCES

#### CALIFORNIA EDUCATIONAL CODE

[Section 87400 Employment for Academic Positions](#)

#### LACCD BOARD RULES

Chapter X, Human Resources

[Article III, Selection Policies](#)

[Article XIII, Affirmative Action](#)

#### LACCD HUMAN RESOURCE GUIDE

[HR R-000 Recruitment, Selection and Employment](#)

[HR R-100 Academic Minimum Qualifications](#)

#### FORMS

##### ***Faculty Hiring Forms***

[C902 Notice of Intent to Fill](#)

[C589 Campus Review Committee Members' Agreement](#)

[C596 Instructor Interview Procedures](#)

[C685 Instructions for Campus Interview Committee](#)

[C306 Campus Interview Committee Members' Agreement](#)

[C594 Selection Committee Evaluation Form](#)

[C336 Interviews of Candidates Holding Hourly Assignments](#)

[Evidence of Effort - Faculty](#)

[C193 Campus Interview Committee Report](#)

[C327 Academic Selection Checklist – Faculty](#)