1 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

2 **ADMINISTRATIVE PROCEDURE 7210**

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4 **ACADEMIC EMPLOYEES, NON-MANAGEMENT**

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6 **HIRING OF FULL-TIME FACULTY**

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8 The San Bernardino Community College District seeks a qualified and diverse administration,

9 faculty, and staff dedicated to student success. The District is committed to an open and inclusive

10 hiring process that supports the goals of equal opportunity and diversity, providing equal

11 consideration and opportunities for all qualified candidates. The goal of every hiring process is to

12 select the qualified candidate who best meets the needs of our students.

13

14 The faculty, staff, and administration recognize the importance of an effective hiring process that

15 reflects mutual professional responsibility and interest in achieving the common goal of hiring

16 outstanding faculty that will enhance the learning experience for all students and fulfill the mission

17 and goals of the College and the District.

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19 Hiring faculty, classified staff, and administrators is accomplished through selection committees,

20 which produce a recommendation of a final candidate from the President, or other appropriate

21 administrator, to the Chancellor to recommend to the Board for employment.

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23 **HIRING QUALIFICATIONS**

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25 **Minimum Qualifications**

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27 The San Bernardino Community College District has established the following hiring qualifications

28 for all faculty positions:

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1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.

1. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.

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 3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed

and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

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41 **Application Procedure**

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43 1. The Human Resources Office will determine which applicants meet minimum

44 qualifications as set forth in the job announcement based on information provided on the

45 official application for employment and verified by copies of transcripts provided by the

46 applicant. Applicants not having minimum qualifications but requesting consideration of

47 equivalent qualifications will be separated from those determined to meet minimum

48 qualifications. If there is any discrepancy between the established minimum

49 qualifications and the qualifications presented by an applicant as meeting minimum

50 qualifications, that applicant’s file will be grouped with the applications requesting

51 consideration of equivalent qualifications. Applicant groups for equivalency review will

52 have their qualifications evaluated by the Equivalency Committee, in accordance with the

53 Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.

54

55 2. The files of all applicants who meet minimum qualifications or who have had equivalent

56 qualifications determined by the Equivalency Committee will be reviewed by the

57 selection committee. The selection committee will not review the file of any applicant

58 who does not meet minimum qualifications or who has not been determined as

59 possessing equivalent qualifications by the Equivalency Committee. Should the

60 selection committee have any concern about the pool or process, the selection

61 committee chair may confer with the Vice Chancellor of Human Resources & Employee

62 Relations regarding these concerns.

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64 3. For disciplines for which the master’s degree is not generally expected or available (as

*65* designated in *Minimum Qualifications for Faculty & Administrators in California*

66 *Community Colleges,* adopted by the Board of Governors), a “year of professional

67 experience” shall be considered the period of time which the District accepts as a regular

68 work year on a full-time basis. One year of professional experience must have been

69 completed within the three years prior to the closing date for applications for the position.

70 The minimum qualifications listed on the job announcement should identify the specific

71 types of professional experience required for the position.

72

73 4. For disciplines for which the master’s degree is not generally expected or available (as

*74* designated in *Minimum Qualifications for Faculty & Administrators in California*

75 *Community Colleges*, adopted by the Board of Governors), the appropriate, valid

76 certification or license to practice shall be stipulated based on the instructional

77 responsibilities of the position. If no certificate or license is appropriate to the position,

78 no certificate or license will be listed as a minimum qualification.

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80 **Desirable Qualifications:**

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82 1. Job announcements may include a set of “desirable qualifications,” separate from the

83 minimum qualifications. These desirable qualifications should describe characteristics

84 that support the responsibilities of the position.

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86 2. The combination of the minimum qualifications and the job-related desirable qualifications

87 will be used as the basis for decision-making throughout the selection, interview, and

88 recommendation of applicants.

*89* ***Establishing Minimum and Desirable Qualifications***

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91 1. The minimum and desirable qualifications will be reviewed by discipline faculty in

92 consultation with the Division/Department Dean or other appropriate administrator and

93 included in an initial draft. When no full-time faculty member currently teaches the

94 discipline, at least two full-time faculty in a reasonably related discipline will draft the

95 desirable qualifications in consultation with the Division/Department Dean or appropriate

96 administrator. The academic senate may elect to include additional qualifications related to the ability to serve our diverse students well in any faculty position.

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98 2. The Vice Chancellor of Human Resources and Employee Relations or her/his designee

99 will monitor the minimum and desirable qualifications for adverse impact on groups

100 that have been historically under-represented. If the Vice Chancellor of Human

101 Resources and Employee Relations or designee believes the qualifications appear

102 to be too restrictive, he/she will meet with the discipline faculty and the

103 Division/Department Dean or appropriate administrator to review the

104 qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of

105 Human Resources and Employee Relations shall confer with the appropriate Vice

106 President and the Academic Senate President to determine necessary remedies.

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108 **PROCEDURES**

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110 The goal of every hiring process is to select the qualified candidate who best meets the needs of

111 our diverse student population.

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113 **Establishing the Position**

114115 Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made. 1. Faculty positions are identified by a process established by each College and Fiscal Services. 2. Chancellor approves faculty positions from those requested by the Colleges. 3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

127 **Position Announcement**

129 1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See “Establishing Minimum and Desirable Qualifications”) in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee and the appropriate Vice President. Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any “desired” qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

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142 2. Position announcements will include the following sections:

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144 Position Title

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146 Application Deadline or initial review date

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148 Introduction: A brief description of the position and the relationship of the position to

149 college offerings and activities. This includes a brief description of the college and the community served.

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151 Minimum Qualifications: A statement including the established minimum qualifications,

152 the appropriate valid credential(s), the provision for equivalencies.

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157 Desirable Qualifications: Those job related qualifications that are desirable but not

158 essential to perform the job.

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160 Duties of the Position: A list of typical duties including the following:

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162 • \_A brief description of the primary responsibilities (e.g. Faculty will teach to the outline

163 of record for the specific assignment and maintain a current syllabus. Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population).

164 • \_A description of any co-curricular responsibilities (e.g. coaching, directing).

165 • \_Reference to scheduling considerations (e.g. assignment to evening duties).

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| 166  | • \_Leadership responsibilities related to the academic and/or co-curricular assignment  |
| 167  | (e.g. advisory committee, standing committees, curriculum development).  |
| 168  | • \_A description of institutional service responsibilities (e.g. five hours of institutional  |
| 169  | service, five office hours). * A commitment to ongoing professional development that includes cultural responsiveness as well as disciplinary relevance.
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| 170  | • \_A description of any other duties unique to the position.  |
| 171  | • \_Closing date and address for submission of application materials.  |
| 172  |
| 173  | Salary and Benefits: A statement of the salary range and a brief narrative description of  |
| 174  | fringe benefits in effect at the time of the announcement.  |
| 176  | Application Process: Instructions regarding the completion of the application process and  |
| 177  | a statement that incomplete applications will not be considered by the selection  |
| 178  | committee.  |
| 180  | The application process will include the following:  |
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| 182  | • \_An official district application form including a separate form for requests for  |
| 183  | equivalency along with a brief narrative description of the equivalency criteria  |
| 184  | appropriate to the minimum qualifications for the position Applicants will be  |
| 185  | instructed to provide a narrative description of their equivalent experience along with  |
| 186  | transcripts and other documentation to support their request for equivalency.  |
| 187  | • \_A Letter of Application (A cover letter indicating explicitly how each of the minimum  |
| 188  | qualifications are met.)  |
| 189  | • \_Official or unofficial transcripts for all college course work, including those generated  |
| 190  | from the Internet, to establish an applicant’s file (An official transcript will be required  |
| 191  | before any offer of employment for the applied-for position).  |
| 192  | • \_A curriculum vitae or resume.  |
| 193  | • \_When appropriate, verification of credentials (community college instructor credential,  |
| 194  | vocational credential, and/or license).  |
| 195  | • \_When appropriate, verification of “professional experience” as articulated in the  |
| 196  | minimum and desirable qualifications.  |
| 197  |
| 198  | When appropriate, additional support materials may be requested. Such materials may  |
| 199  | include letters of recommendation, work samples (e.g. videotapes, portfolios, written  |
| 200  | materials) and other materials directly related to the criteria established in the minimum  |
| 201  | and desirable qualifications.  |
| 203  | Selection Process: A brief description of the selection process including:  |
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| 205  | • \_The review by a selection committee to select candidates for interviews  |
| 206  | • \_An interview of candidates by the selection committee that may be comprised of faculty, administration,  |
| 207  | academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications. |
| 208  | • \_An interview of finalists by the President or designee  |
| 209  | • \_Final recommendation to the Board of Trustees by the Chancellor of the District  |
| 210  | • \_A description of any other selection activities that are anticipated at the time of the  |
| 211  | announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample  |
| 212  | assignments, a questionnaire or impromptu writing sample)  |
| 213  |
| 214  | • \_Notice to All Candidates:  |
| 215  | • \_The requirements of the Immigration Reform and Control Act of 1987  |
| 216  | • \_Initial assignment information  |
| 217  | • \_Reasonable accommodation notice:  |
| 218  | If accommodations are needed for the application process in compliance with the  |
| 219  | Americans with Disabilities Act, please inform the Human Resources Office. The  |
| 220  | application/interview process may involve speaking, reading, writing, and answering  |