

AP 7120c FULL-TIME FACULTY RECRUITMENT AND HIRING

Reference:

Accreditation Standard IV B.1.j.

All full-time faculty members hired into tenure-track positions will be hired in accordance with the procedures established below:

Overview:

Human resources planning is part of the annual program review process and is integrated into the strategic planning process. Through program review, each discipline, administrative unit and student services unit submits its requests for positions and supports those requests with statistical data and narrative that takes into account the college's mission and goals. Requests are reviewed by the appropriate college departments, the Academic Planning Councils, strategic planning committees and appropriate subcommittees, and recommendations are forwarded to the Academic Senates and the College President's cabinet for approval.

Procedures:

1. Identify a Position and Develop Hiring Plan
 - a. The need for a faculty position will be identified by departments and justified by annually updated program reviews and department academic plans.
 - (1) The Chief Instructional Officer (CIO) on each College in consultation with the respective Academic Planning Council (which includes the Department Chairs), as well as the Academic Senate, will develop a suggested prioritized list and rationale for faculty positions, which will be submitted to the College President. In preparing the list, due consideration will be given to the District guidelines for requested faculty positions. The College President will submit recommendations to the Chancellor.
 - (2) The Chancellor will make the final determination about the hiring plan.

- (3) In special circumstances, such as the availability of categorical funding, the College President makes the final determination about a hiring need outside the plan in consultation with the department or discipline involved, as well as the Academic Senate.
- b. The Department Chair and department faculty will prepare a draft job description in consultation with the CIO and/or Dean. In this process, they must consult and reach agreement with the District's subject-matter/discipline experts (SMEs) and, if necessary, with outside subject matter/discipline expertise in order to prepare the most appropriate job description.
 - c. The draft job description will be forwarded to Diversity and Human Resources for creation of a template to be used for the on-line posting.
 - d. The Department Chair or Dean will then use the template to submit an on-line posting request at jobs.rcc.edu/hr.
 - (1) In creating the job description, both the needs of the College and the needs of the discipline will be considered. The job description must be detailed in terms of the programmatic needs of the college; including a description of the discipline and areas of expertise within that discipline that the faculty member should be prepared to teach.
 - (2) The job description will include a requirement for sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students per California Code of Regulations, Title 5.
 - (3) Standards and criteria for employment must be clearly stated in the job posting. These shall include that all full-time faculty members hired by the Riverside Community College District must possess, prior to the initial interview, the minimum qualifications, pursuant to Education Code, or will be certified to possess equivalent qualifications through a process established by the Academic Senate and the District Board.
 - (4) Pursuant to Title 5, when any standards exceeding minimum qualifications are applied, appropriate steps must be taken to eliminate any impact to monitored groups.

- (5) The on-line posting request will be electronically forwarded to the Dean, Vice President, Vice President of Business Services and the President for approval. If any one of them believes that changes are needed, the posting will be sent back to the department with a rationale for the changes.
- (6) The posting request will be electronically forwarded to the Chancellor for approval, who will forward the document to the Budget Office, for verification of available funding and budget codes.
- (7) The posting request will then be electronically forwarded by the Budget Office to the Office of Diversity, Equity and Compliance for review of the screening and interview committee composition, who will then forward it to the Diversity and Human Resources Office for review. Any concerns, including those regarding equity and diversity, will be communicated to the Department Chair, SMEs, Dean and/or the College CIO for resolution.
- (8) Diversity and Human Resources then prepares the final posting. A copy of that notice, in draft form, shall be shared with the Chair of the Department who will share it with the SMEs before the posting is made public. If there are any changes required, Diversity and Human Resources will include those in the posting for publication.

2. Search Committee Composition

- a. The first-level composition of the hiring committee will consist of five (5) faculty members, which includes the department chair. The Department Chair will work with the College CIO/Dean to select the other four (4) faculty members. Per Title 5, the hiring committee appointment of faculty will be confirmed by the Academic ~~Senate or the Senate President if such authority is granted by the Senate to the Senate President.~~

Of those four (4) faculty, a minimum of two (2) committee members from the College faculty who have the required subject-matter/discipline expertise (SMEs) will be appointed. SMEs who are tenured faculty, hired by the District with a faculty service area in that discipline (not granted by equivalency), and who have recently been or are presently teaching courses in that discipline will be given priority. Due consideration will be given to diversity and equity.

- (1) Normally, the faculty who have the required SMEs will come from the requesting College.
 - (2) If there are not enough college faculty with such expertise, then faculty who are SMEs from another College in the District will be appointed per 2a.
 - (3) When there are insufficient faculty who are SMEs in the District, then the College, per 2a, will fill any vacant spots with College faculty who have expertise in a closely related discipline.
 - (4) If the College does not have enough SMEs from a closely related discipline, then faculty with closely related SMEs from other Colleges in the District will be appointed per 2a. (NOTE: In 2a (1)-(3) above, the requirements may be filled by RCCD Retired SMEs).
 - (5) If there are not enough faculty who are SMEs or are SMEs in a closely related discipline available within the District, SMEs from outside the District may be appointed, per 2a.
 - (6) Priority will be given to tenured faculty; however, non-tenured faculty in the discipline may be appointed, per 2a above, and in consultation with the District's SMEs, if tenured faculty are not available.
 - (7) Vocational disciplines may appoint industry or community experts.
- b. The Department Chair or their designee (usually someone from the discipline) will serve as the fifth member of the committee and act as the Search Committee chair.
 - c. In giving due consideration to diversity and equity, the Diversity, Equity and Compliance office may, at its discretion, and in consultation with the Chair, CIO, SMEs, and the Academic Senate, add an additional faculty member to the committee.
 - d. The Diversity and Human Resources Department will make sure that the search committee members are aware of the importance of providing fair and thorough applicant screening, and of the

interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training workshop, within two years, prior to any participation in the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination. (Title 5, also refer to BP/AP 3420, EEO Plan)

- e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. "Members of the immediate family" is defined by BP 7310. It is the search committee member's responsibility to recognize immediate family relationships, conflict of interest or potential bias and disclose that information to the Diversity and Human Resources staff.
- f. The recommended committee members will be communicated to the College CIO who will work collaboratively with the Department Chair to finalize the committee membership.

3. Transfer Requests

Transfer requests will be processed in accordance with the Agreement between the Riverside Community College Chapter CCA/CTA /NEA and the Riverside Community College District.

4. Announcement of Recruitment

- a. The Diversity and Human Resources Office will post the position on-line.
- b. The Diversity and Human Resources Office will be responsible for managing the paperwork and ensuring the process includes the following:
 - (1) Applicants will need to apply on-line for positions available.
 - (2) The screening and selection process shall conform to Title 5 and the EEO Plan, which includes references to the screening or selection techniques, including the procedure for developing broad interview topics and the selection process as a whole.
 - (3) The position will be advertised so as to encourage a broad applicant pool. The Diversity and Human Resources Office will advertise the vacancy in standard publications and

websites. The department and the discipline members are encouraged to be pro-active in recruiting a diverse pool of outstanding applicants. The Department may recommend additional advertising sources.

- c. The Office of Diversity, Equity and Compliance will review the applicant pool for potential impact on monitored groups per Title 5 and the EEO Plan.

5. Search Committee Responsibilities

Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. "Members of the immediate family" is defined by BP 7310. It is the search committee member's responsibility to recognize immediate family relationships, conflict of interest or potential bias and disclose that information to the Diversity and Human Resources staff.

- a. The Search Committee will develop the timeline for screening and interviewing.
- b. After the application deadline, the Search Committee will independently review the applicant pool, on line, and select those to be interviewed.
- c. The Search Committee will convene to review each committee members' selections and decide as a group:
 - (1) Whether or not the applicant pool has sufficient numbers or sufficiently qualified applicants to proceed. If not, the committee may request extension of the deadline and/or additional recruitment.
 - (2) Which candidates will be invited for an initial interview.
 - (3) The list of applicants to be invited for an initial interview will be reviewed by the Office of Diversity, Equity and Compliance.
- d. Initial interviews will be conducted by the Search Committee and held on the College of hire. A Diversity and Human Resources representative will facilitate the work of the committee and serve as an objective observer of the process. The interview process will reflect the following:

- (1) The most competitively qualified candidates, screened from the initial applicant pool, will be invited for a personal interview at their expense.
 - (2) The Search Committee will conduct interviews of the applicants using the same process for each. The Search Committee will develop a set of questions to be asked of all candidates being interviewed. The interview will include a teaching or skills demonstration.
 - (3) Search Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent committee member evaluations of all candidates have been completed.
 - (4) The Search Committee shall recommend at least two, unranked finalists to the President, and/or designee, via the Chair of the Search Committee.
 - (5) The Search Committee may decide that no candidates from those interviewed will be recommended as finalists, in which event the President or designee, after consultation with the screening committee, will determine whether to extend or terminate the recruitment process.
 - (6) If the SMEs and/or closely related SMEs represent a minority of the hiring committee, and if a majority of those experts disagree with the rest of the members of the hiring committee regarding who to send forward (#4 above), the hiring committee as a whole will begin the discussion again.
 - (7) In the event no agreement can be reached, and the remaining members of the hiring committee wish to proceed without agreement from the SMEs, each group will present their arguments to the College President who must give due consideration to the SMEs' input.
 - (8) If the College President wishes to proceed without following the advice of the SMEs, the Chancellor will hear and give due consideration to the arguments of both the College President, as well as the SMEs before making a final decision.
- e. The committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is

complete. Breaches of confidentiality will be subject to discipline.

- f. A committee member who fails to participate in any aspect of the process may be removed from the committee.
6. Final interviews
- a. Final interviews will occur on the College of hire.
 - (1) The final interview committee will be selected and chaired by the President, or designee, and will include an SME, or if unavailable, an SME from a closely related discipline, the Department Chair or designee, and may include the CIO and/or Dean.
 - (2) The District may reimburse, in accordance with Administrative Procedure 6900, for appropriate travel expenses to candidates invited for final interviews.
 - b. Upon completion of final interviews and the recommendation of the committee, the President will select the candidate best suited for the position and forward the candidate's name to Diversity and Human Resources.

If no candidate is selected for the position, the President will notify Diversity and Human Resources, the Department Chair, the members of the hiring committee, and the Academic Senate of the affected College, and a decision will be made whether to extend or terminate the recruitment process.
 - c. In the event a candidate is selected for the position, thorough reference calls will be completed by the President, or his/her designee. At the President's request, the Diversity and Human Resources Office may conduct the reference calls.
 - d. The Diversity and Human Resources Office will determine salary placement based on the candidate's academic preparation and teaching/professional industry experience.
7. Offer of Employment
- a. The President, or designee, will make a conditional offer of employment. The offer is conditioned upon several events taking place, such as, but not limited to funding, reference checks, tuberculosis testing, fingerprinting, transcripts, employment verification and Board approval. The President, or designee, will

notify the Diversity and Human Resources Department whether or not the selected individual has tentatively accepted the position pending salary and benefit placement.

- b. The Diversity and Human Resources Department will inform the applicant about the salary placement and benefit package, and inform the President, or designee, if the applicant has accepted the position.
 - (1) The Diversity and Human Resources Office will inform the Search Committee that the applicant has accepted the position.
 - (2) All selected candidates must be approved by the Board of Trustees, at the next available regularly scheduled meeting of the Board.
- c. The Diversity and Human Resources Department will meet with the selected applicant to complete the necessary pre-employment paperwork.
- d. The Office of the President will follow up for welcome, orientation and additional information about the District.

Office of Primary Responsibility: Diversity and Human Resources Department

Also see Administrative Procedure 3410, titled Nondiscrimination, and Administrative Procedure 3420, titled Equal Employment Opportunity

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and 3099/4099)