

6G Faculty Hiring (Applicable to all personnel with employment contracts based on the Basic Faculty Salary Schedule)

6G1 Philosophy

6G1A It shall be the policy of the Kern Community College District that a faculty hiring process be established to provide for highly qualified College faculty who are expert in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can enhance overall College effectiveness, and who are sensitive to and representative of the racial and cultural diversity of the District adult community.

_____ **6G1B** The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.

- 6G1C** Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The Faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.
- 6G1D** The Academic Senates have the legal responsibility and authority to develop jointly with representatives of the governing board the hiring criteria, policies and procedures for new faculty.
- 6G1E** Hiring procedures are based on a recognition that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by faculty and administration, participating effectively in all phases of the hiring process.
- 6G1F** All policies and procedures relative to faculty hiring shall be characterized by strict confidentiality to the extent permitted by law.

6G2 Affirmative Action

- 6G2A** The Board of Trustees, Administration and Academic Senate have the joint responsibility to ensure that affirmative action goals and timetables are a part of the overall process of hiring faculty.
- 6G2B** All participants in the hiring process shall receive training in affirmative action procedures and shall become knowledgeable about the affirmative action goals and timetables of the District and its Colleges.
- 6G2C** Each College's Affirmative Action Officer shall serve as a consultant on District and State guidelines and be responsible for monitoring the College and District's affirmative action policies and procedures, including but not limited to:
- Review of the job description/announcement;
 - Review of the composition and procedures of selection committees; and
 - Review of the adequacy of the applicant pool.
- 6G2D** Each College Personnel Officer in consultation with the College Affirmative Action Officer and selection committee shall determine the adequacy of the employment pool based on all applications received.

6G3 Position Identification/Approval

6G3A The need for contract faculty positions shall be determined cooperatively through a well-defined, thoughtful planning process involving the College Academic Senate, faculty in the discipline, and College administrators. This process shall be agreed to by the College President and the Academic Senate.

6G3B A contract faculty position requires the approval of the College President and the District Chancellor prior to the commencement of the selection process.

6G4 Job Description

6G4A The department/division chair, if any, and the faculty in the discipline in consultation with the appropriate administrator shall develop the faculty job description, which shall include position requirements and desired characteristics. Hiring criteria that are beyond minimum qualifications set by District policy may be established.

6G4B In special cases, faculty and/or administrators from other campuses of the College, Colleges of the District, faculty/administrators from other colleges, or outside agencies may be part of the consultative process.

6G4C In all cases, job descriptions shall meet the minimum qualifications for teaching at the community college level, as established by the state-wide Academic Senate and adopted by the Board of Governors of the California Community Colleges.

6G4C1 It shall be the responsibility of the Academic Senate, in consultation with the faculty of the appropriate discipline, to decide how equivalency shall be determined. See **Procedure 6G4C1** of this Manual for the list of equivalency criteria.

6G4C1A The purpose of equivalency statements shall be to ensure the maintenance of a professional and highly-qualified staff.

6G4C1A1 The equivalency process is flexible enough to allow applicants who provide evidence that they have education or experience comparable to that required by the minimum qualifications to be given careful consideration, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

6G4C1B Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.

6G4C1C In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.

6G4C1D For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.

6G4C1E In no case shall an equivalency be interpreted to mean a *waiver* of state-mandated minimum qualifications.

6G4C2 Requirements for any vacant faculty position may exceed the state-mandated minimum qualifications.

6G4D Job descriptions shall accurately reflect the needs of the College and the goals of affirmative action.

6G5 Search Procedures

- 6G5A** Approval of open positions and initiation of the hiring process shall be early enough in the year to allow for all procedures to be undertaken in a thorough and thoughtful manner.
- 6G5B** The length of the advertising period should be long enough to ensure a pool of well-qualified applicants, and one which furthers the College's and District's affirmative action goals.
- 6G5C** Vacant faculty positions should be filled during the regular academic year.
- 6G5D** Positions shall be advertised widely to ensure a pool of highly qualified applicants and to further the College and District affirmative action goals.
- 6G5E** Position announcements shall be prepared by the College Personnel Officer in consultation with the appropriate area faculty and administrator and shall include job-related skills requirements, minimum qualifications and any special qualifications.
- 6G5F** The position announcement requires the review of the College President, the College Affirmative Action Officer and the approval of the Assistant Chancellor, Personnel or designee prior to dissemination.

6G6 Selection Committees

- 6G6A** The selection committee shall consist of at least a majority of faculty. The selection committee shall be composed of at most:
 - 6G6A1** Three (3) faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of whom shall be the department/division chair, if any, and one (1) area administrator appointed by the College President; **or** Four (4) or more faculty members appointed by the Academic Senate in consultation with the faculty of the discipline, one (1) of which shall be the department/division chair, if any, and up to two (2) administrators appointed by the College President, one (1) of which shall be the area administrator;

6G6A2 One (1) College Affirmative Action Committee member who shall be a faculty member if at all possible appointed by the College Affirmative Action Committee chair.

6A6A2A The role of the Affirmative Action Committee member shall be to encourage staff diversity and monitor affirmative action compliance with respect to federal and State law, State regulations and District/College policies and procedures.

6G6A3 Additional members as agreed upon by the College President and the Academic Senate President.

6G6B The area administrator will convene the initial meeting of the selection committee. The selection committee shall elect a chair from this committee, who shall be from the discipline, if at all possible.

6G6C The College Personnel Office shall receive applications and initially screen for minimum qualifications. Complete applications shall be categorized relative to compliance with minimum qualifications as:

- Clearly met, or
- Compliance not clear.
- All complete applications will be available to the Selection Committee after inappropriate material is removed.

6G6D Selection committees shall determine whether applicants meet the desired qualifications, including minimum qualifications and, where appropriate, equivalents.

6G6E In determining equivalents, selection committees shall follow the procedure adopted by the Senate.

6G6E1 Minimum qualifications by equivalency are to be in disciplines adopted by the Board of Governors and shall be applicable District-wide. (There will be no minimum qualifications by equivalency for courses or sub-disciplines.) *(Added April 20, 1995)*

- 6G6E2** For those candidates deemed qualified by equivalents, a written record of evidence of equivalence shall be maintained. See **Appendix 6G6E1** of this Manual for the Certification of Equivalency form. *(Revised April 20, 1995)*
- 6G6E3** The College Senate, area administrator or affirmative action representative may present its views to the Board regarding each specific case of equivalency before the Board makes its decision. A written record of the Board's decision shall be kept. *(Revised April 20, 1995)*
- 6G6F** The Selection Committee shall review all completed applications and shall select those applicants for an interview who best meet the desired qualifications listed on the job description.
- 6G6G** The candidates will be evaluated with respect to, but not limited, to the following criteria:
- Subject area knowledge and competency;
 - Teaching/service and communications skills;
 - Commitment to professional growth and service;
 - Potential for overall professional effectiveness;
 - Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of the students;
 - Teaching or skill demonstrations and/or writing samples.
- 6G6H** The Selection Committee shall formulate uniform interview questions. The Selection Committee shall conduct interviews and evaluate responses. During interviews, a standardized question and appropriate follow-up procedure shall be employed. Individual committee members must be present for each interview in order to participate in the evaluation of candidates.
- 6G6H1** Every effort shall be made to schedule interviews when all selection committee members can be present. If necessary, classroom substitutes shall be provided for faculty members on the selection committee.

- 6G6I** The Selection Committee shall conduct reference checks.
- 6G6J** The Chair shall lead the committee discussion regarding strengths and weaknesses of the candidates. The committee may include written comments for each candidate as a further means of communicating its recommendations. The Selection Committee may wish to schedule second-stage interviews for those considered best qualified.
- 6G6K** Except as noted in **Policies 6G6K1** and **6G6K2**, the Selection Committee shall recommend two (2) or more finalists to the College President for final consideration. If the Selection Committee sends two (2) or more, the College President can select from those recommended after consultation with the Selection Committee Chair or with the Selection Committee if it so requests.
- 6G6K1** In the event the Selection Committee recommends one (1) finalist, the College President shall then meet with the Selection Committee to discuss its recommendation. The Selection Committee shall explain its reasons for submitting one (1) candidate. The College President may choose the candidate recommended or request additional recommended candidates, or reopen the process.
- 6G6K2** If the Selection Committee cannot recommend any of the applicants, or if the College President cannot choose any of those recommended, the hiring process shall reopen.

6G7 Selection of the Final Candidate

- 6G7A** The College President shall review the Selection Committee's recommendations and shall interview the finalists and conduct additional reference checks.
- 6G7B** The College President, in consultation with the Selection Committee Chair, shall select the finalist to be recommended to the Chancellor and Board of Trustees for final approval.