

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.

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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.

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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.

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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;

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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)

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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.

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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.

6G8 Notification of Candidates

6G8A All candidates for positions in the Kern Community College District shall be notified in a timely manner regarding disposition of their applications. Interviewees shall receive personal calls from the College President or designee regarding the position.

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6G8B The formal offer of employment shall be prepared and issued from the District Personnel Office.

6G9 Implementation

6G9A This policy shall be deemed a general statement of compliance with Assembly Bill 1725, and the Academic Senate of each College shall approve any additional procedures to implement this policy, according to its legal responsibility under Assembly Bill 1725.

6G10 Review and Revision

6G10A This policy is subject to review and revision at the request of any one (1) of the College Academic Senates or the Board of Trustees. Such revised policy shall be agreed upon by each Academic Senate and the Board of Trustees before it replaces the previously agreed upon policy.

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Procedure

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Procedure 6G4C1

Equivalency Criteria

Equivalency criteria for use in determining minimum qualifications follow:

(A) Formal education equivalent to the Degree

(1) Formal education equivalent to the Master's Degree:

- A Master's Degree in teaching in the discipline
 - A Master's Degree in Education, with substantial graduate units in the discipline
 - Bachelor's Degree and a combination of thirty (30) semester graduate units in education and the discipline

(2) Formal education equivalent to the Bachelor's Degree:

- At least one hundred twenty (120) semester units, including general education and forty (40) units in a discipline, at least thirty (30) of which are upper division or graduate

(3) Formal education equivalent to the Associate Degree:

- At least sixty (60) approved units, including general education, as defined in the following guides published by the American Council on Education:

The Guide to the Evaluation of Educational Experience in the Armed Services

The National Guide to Educational Credit for Training Programs

(B) Non-Formal Education Equivalencies to the Degree

(1) Substantial work experience equivalent to the degree, e.g., in computers, engineering, or journalism

(2) Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications

Procedure 6G4C1 (continued)

(B) (continued)

(3) Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books

(C) Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline

Approved by the Chancellor's Cabinet
August 28, 1990

Cerro Coso Core Advertising List

Websites:

cccregistry.org
Bakersfield.craigslist.org
Bulldogjobs.com
CSU Bakersfield Career Center
CalJobs.ca.gov
edjoin.org
Higheredjobs.com
insidehigherred.com
AsiansinHigherEd.com
BlacksinHigherEd.com
HispanicsinHigherEd.com
monster.com

Newspapers:

(ESCC) - The Sheet News, Inyo Register, Mammoth Times
(IWV) – Ridgecrest Daily Independent, Inyo Register, Kern Valley Sun, Ridgecrest News Review
(KRV) – Kern Valley Sun, Bakersfield Californian

KERN COMMUNITY COLLEGE DISTRICT

Human Resources Operational Guideline

Hiring Procedures for Classified Personnel

Staff Diversity in the Employment of Classified Personnel

It shall be the policy of the Kern Community College District (KCCD) that equal opportunity to seek, obtain, hold, and advance in the employment at the District shall be offered to all who qualify without discrimination because of race, color, religion, ancestry, national origin, gender, age, disability, sexual orientation, and/or marital status. Appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of personnel. Equal opportunity is a condition and affirmative action is the means by which the condition is achieved. There will be a continuous examination of employment policies and procedures of the KCCD. Additional efforts will be made to recruit, develop, and to promote qualified members of groups that are under-represented in our work force.

Responsibilities

The College Affirmative Action Officer (AAO) shall be responsible and accountable as follows:

- Review and approve all mailings.
- Review and approve all Staff Diversity hiring committee-training programs.
- Review and approve applicant pools.
- The College AAO shall conduct periodic internal auditing, reporting, and evaluation of the effectiveness of the Staff Diversity Program.
- The AAO shall compile an annual report comparing College/District classified employees' ethnic, gender and disability makeup to the local workforce availability. The District's Staff Diversity Committee shall use this data to recommend goals and timetables to the Chancellor's Cabinet.
- The College AAO or designee shall monitor applicant data as well as records concerning placement, transfer, promotion, and termination of all positions on a continual basis.

The College/District Office Director of Human Resources shall be responsible and accountable as follows:

- Administer the Staff Diversity Plan, including the specific task of monitoring all employment processes to ensure full opportunity for the members of historically under-represented groups and to ensure that selection or elimination of candidates for employment is based on job-related criteria; to work with the designated Affirmative Action Officer to correct any identified problems, and to regularly consult with the Assistant Chancellor of Human Resources on problems arising at the District or College level.
- Review and approve all application forms and instruments.
- Review and approve all job announcements.
- Review and approve the Screening Committee process.
- Review all documents after the interview process.
- Complete the Work Force Availability Analysis form.

The Affirmative Action Officer and the College Director of Human Resources shall jointly be responsible and accountable as follows:

- Receive, investigate, and seek resolution of affirmative action/discrimination complaints.
- Review and approve all screening committees.

All staff shall be responsible and accountable as follows:

- Foster and promote a positive environment and overall hospitable atmosphere to staff and students of all cultures and heritage, encouraging the appreciation and value of diversity to the College community.
- Act on behalf of the District in recruitment and selection of personnel. In this capacity, faculty and staff shall comply with all applicable state and federal laws and regulations.

The Colleges and District Office shall each provide in-service training on diversity.

- The District shall have a Staff Diversity Committee whose responsibility is to provide training to all staff on diversity/affirmative action issues.
- The Staff Diversity Committee and Staff Development Committee at each College and the District Office shall communicate internally in order to effectively utilize the College/District Office allocated staff diversity funds and staff development funds.

The Colleges and the District Office shall pursue hiring practices which carry into effect the staff diversity/affirmative action policy. All employment practices will be based on job-related factors.

- Job announcements shall be based upon the job description, and as necessary include desirable qualifications. When the College Human Resources Office receives the pre-authorization to hire a classified employee, a copy of the job description should be sent to the requesting party for review. Any necessary/desirable qualifications should be added and returned to the College Human Resources Office to be included on the job announcement.
- Job announcements will be based on CSEA/District agreed-upon job descriptions.
- Job announcements must contain three (3) statements:
 - a) We are an Equal Opportunity Employer;
 - b) Applicants for certain positions must submit to a pre-placement physical and drug screen; and
 - c) Job related tests may be required.
- If, as a minimum qualification, a college degree or college course work specific to the position is required, transcript(s) must be submitted with the application. Unofficial transcript(s) are acceptable at the time of application.
- A standard District application form shall be required for each position.
- The individual College/District office may require supplementary material.

Recruitment for positions shall include a verifiable staff diversity effort in which the college will:

- Maintain and use a mailing list utilizing staff diversity sources.
- Maintain a log of resources used in each applicant search.

The College Human Resources Officer in consultation with the AAO or designee shall determine the adequacy of the applicant pool. It is recommended that the pool be proportionately representative of the groups in the local work force.

Hiring Procedure

The College/District Office will maintain a standard procedure for selecting qualified applicants:

- Applications will be screened by the College Human Resources Office only for completion. Only applicants meeting the minimum qualifications will be considered by the Screening Committee. Approved tests may be utilized to determine if a qualification is met. All tests must conform to Equal Employment Opportunity Commission regulations. There must be a notification published on the position announcement that a test may be given.
- Screening Committees shall not exceed five (5) members, except when a technical expert is necessary, and will include:
 - The Staff Diversity representative, who will be a diversity trained classified staff member, unless unavailable, then a non-classified Staff Diversity representative will be appointed. (Staff Diversity representative may not be a member of the hiring department).
 - Area Manager/Director.
 - When appropriate, the Vice-President or Supervising Dean, or designee.
 - Two (2) classified staff (one from the division, department, or area and one from outside the department/area; and may include an outside technical expert, when necessary, upon request of Screening Committee. The technical expert will be a voting member.
- Screening Committee members may not serve in more than one capacity on the Screening Committee.

- Screening Committees will be formed for hiring all permanent Classified positions.

If serving on a Screening Committee, the same members will remain throughout the entire process. No new members can be added after the initial screening of applications.

- Screening Committees, whenever possible, are to include members of historically under-represented groups, keeping in mind gender, race and ethnicity.
- Screening Committees are to be trained in appropriate screening and interviewing techniques, including equal opportunity/affirmative action goals and hiring procedures for Classified Staff. Screening and interviewing will conform to these techniques and procedures. Job-related interview questions and questions for reference checking will be prepared in advance by the Screening Committee and approved by the College/District Office Human Resources Officer.
- All materials used in the screening process for a position shall be incorporated into a single file and maintained by the site Human Resources Office for at least three (3) years.
- All documentation required to complete the application file must be in the Human Resources Office by the filing deadline. This must include:
 - a) An application: and when applicable:
 - b) Evidence of certification, education and/or other qualification(s).
 - c) Proof of equivalency.

May include:

 - d) A resume.
 - e) Letters of recommendation
 - f) A letter of interest
- The Screening Committee will conduct at least two reference checks with someone who has the ability to evaluate the applicant's work habits. Reference checks shall be uniform for each position, and may include inquiries regarding professional development, professional experience, and personal characteristics relevant to job performance.

- CSEA contract language will be followed with regard to hiring pools and deadlines.
- The Chairperson of the Screening Committee shall lead the discussion of the qualifications of the candidates.
- If the Screening Committee cannot recommend any of the applicants based on the hiring criteria, the hiring process may be reopened.

The college president/designee shall review the Screening Committee's recommendations and, using uniform questions, may interview all candidates invited by the Screening Committee.

Goals

The College/District Office shall have a Staff Diversity Plan, which establishes expected employee representation from historically under-represented groups.

Recruitment

The College Human Resources office shall work with recruiting sources and organizations to ensure that members of historically under-represented groups are aware of openings and are submitting applications. Some of the agencies contacted may include:

- All Departments and Centers within the College/District Office.
- State Employment Development Department Job Service.
- National Association for the Advancement of Colored People (NAACP)
- Other minority or female oriented organizations.
- Local Schools, Colleges & Universities, Minorities Affairs Office
- Mexican American Opportunity Foundation (MAOF)
- Department of Rehabilitation Division of Vocational Rehabilitation
- Career Services Center

- State Vocational Rehabilitation Agencies/Facilities
- Community Service organizations serving historically under-represented groups.
- Independent Living Center of Kern County.

Utilization Analysis

The Staff Diversity Plan shall include a workforce utilization analysis that indicates whether minorities, women and persons with disabilities are under-represented or under-utilized in any job categories.

The local work force availability statistics provided by the State Chancellor's Office and the local State of California EDD Office will be used to determine workforce availability by gender, race, ethnicity and disability.

Each classified position shall be listed under one of the following job categories:

- Executive/administrative/managerial
- Professional non-faculty
- Secretarial/clerical
- Technical and paraprofessional
- Skills crafts
- Service/Maintenance

CLASSIFIED HIRING PROCEDURES
Supplement A

- I. The College/District Office Human Resources Director will be Responsible for:
- Writing position announcements with suggested changes from the Chairperson of the Screening Committee.
 - Establishing opening and closing dates in consultation with the Chairperson of the Screening Committee.
 - Advertising in all vehicles decided upon by the Screening Committee, the Affirmative Action Officer, and the Director of Human Resources.
 - Screening for completed applications before sending completed files to the Screening Committee.
 - Computing workforce utilization for applicants with completed files.
 - Approving interview pools.
- II. Classified Screening Committee Procedures
- A. The vice-president, dean or designee may serve as Chairperson of the Screening Committee.
- B. The area manager/director, and when appropriate, the supervising dean:
- Establishes the screening committee according to the previously noted requirements.
 - Contacts the Staff Diversity Co-Chair for assignment of a Staff Diversity Representative.
 - Reserves the rooms for the Screening Committee meetings and for the interviews.
- C. The Screening Committee Chair shall notify all Screening Committee members of an initial meeting to:
- Review the role of the Staff Diversity representative

- Review the process for screening applications.
 - Explain the function of the department and position.
 - Discuss method to be used in evaluating applicants and in making a final recommendation of interviewees.
- D. The Screening Committee Chair will schedule subsequent meetings to:
- Determine applicants to be interviewed.
 - Develop interview and reference check questions; one interview question MUST address diversity.
 - Coordinate date(s) and time of interviews, with Screening Committee members. (Testing, if applicable, must be administered before interview).
- E. The Screening Committee will assemble thirty (30) minutes prior to the interview in order to:
- Assign questions to be asked. (Chairperson will explain or answer any questions from applicant during the interview.)
 - Review evaluation process to ensure that all members fully understand.
- F. There is to be no discussion of applicants until after all have been interviewed.
- G. The Screening Committee shall make its recommendation to the area vice-president, dean or designee for selection and notification.
- H. After the recommendation is made, the chairperson shall return to the Human Resources office all applications, interview questions, reference checks and evaluation sheets/notes; and indicate who was interviewed; identify who was selected, and give a reason for not recommending remaining interviewees.
- I. For current Kern Community College District employees, within 24-hours of an in-house interview, each applicant interviewed should be contacted as a professional courtesy by the

chairperson/area supervisor filling the vacant position. An in-house candidate may request that the reason(s) for not being selected for a position be put in writing. (CSEA Contract 9L5B3).



APPLICATION FOR EQUIVALENCE

Any applicant who requests consideration based on equivalence because they do not meet specified minimum qualifications must submit this form prior to the job announcement's closing date.

Job Announcement Title: _____

Applicant Name: (please print) _____
Last First M.I.

Discipline: _____

I am applying for equivalence based on one or more of the following categories:

- DEGREE EQUIVALENCE:** same as listed in job announcement.
 - Transcript
- ACADEMIC BACKGROUND EQUIVALENCE:** meet all minimum requirements for qualification in a related field and possess thirty (30) semester units of graduate work in the academic field specified in the job announcement.
 - Transcript
 - Academic, artistic or vocational portfolio
- PROFESSIONAL ACHIEVEMENT EQUIVALENCE:** outstanding professional achievement or substantial training in the field specified in the job announcement. Preparation, experience, and ability must be equivalent to those expected from any candidate who meets minimum qualifications.
 - Artistic or vocational portfolio
 - Certificates, transcripts, and/or other documents
 - Detailed work history with references

Supporting documents (transcripts, evaluations, portfolios, certificates, licenses, employer verification, publications, or other relevant materials) MUST be included with this completed form.

I certify that all the information attached pertaining to this Application for Equivalence is accurate. Providing false information is grounds for elimination from the selection process or dismissal if subsequently employed.

Applicant
Signature: _____ Date: _____

10B2 Selection of Confidential Employees *(Revised February 3, 2005)*

10B2A The screening procedures for confidential employees shall be approved by the College President for College positions and the Chancellor for District Office positions.

10B2B The selection of College confidential employees shall be upon the recommendation of the College President. The recommendation will be forwarded to the Chancellor for approval and action by the Board of Trustees.

10B2C The selection of District confidential employees shall be approved by the Chancellor and the Board of Trustees.

10B3 Selection of Management Employees *(Revised February 3, 2005)*

10B3A The selection procedure for classified management employees shall be approved by the College President for College positions and the Chancellor for District Office positions.

10B3B The selection of College classified management shall be upon the recommendation of the College President. The recommendation will be forwarded to the Chancellor for approval and action by the Board of Trustees.

10B3C The selection of District classified management shall be recommended by the Chancellor for action by the Board of Trustees.

10B3D The faculty will be involved in the selection process of candidates for educational administrator positions for which applications are solicited. (See **Policies 10B1C and 10B1D**)

10B3E A joint committee representing all member Colleges shall be involved in the selection of candidates for District educational administrator positions. A joint College committee shall be involved in the selection of candidates for College educational administrator positions.

10B3F Joint committees shall function at all levels in the selection process which includes recommending qualifications and job descriptions, advertising the position, screening and reviewing applications, interviewing candidates, and recommending candidates to the College President or Chancellor.

10B3G A candidate for a position under consideration shall not serve on the joint committee for that position.

10B3H Joint Screening Committee for District Educational

Administrator Positions (Revised February 3, 2005)

10B3H1 The joint screening committee shall include three (3) managers appointed by the Chancellor or the Board of Trustees.

10B3H2 The screening committee shall include a total of three (3) faculty members, to be appointed by the respective College Academic Senates at each of the District Colleges as follows: one (1) from Bakersfield; one (1) from Porterville; one (1) from Cerro Coso].

10B3H3 The screening committee shall include at least one (1) District Office classified or confidential staff member appointed by the Chancellor.

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10B3H4 The screening committee may include a total of three (3) community members to be appointed by the respective College President, one (1) from each District College.

10B3H5 At the discretion of the Chancellor, the screening committee may include the student member(s) of the Board of Trustees.

10B3H6 As appropriate, the Chancellor shall chair the screening committee. At the discretion of the Board of Trustees this function may be assigned to another manager.

10B3H7 The screening committee shall recommend candidates to the Chancellor. The Chancellor shall recommend to the Board of Trustees for appointment one (1) or more of the candidate(s)

10B3I Joint Screening Committee for College Educational Administrator Positions (Revised June 10, 1999)

10B3I1 The joint screening committee shall include the College President or designee, faculty, and management. A representative of the classified staff and a student representative may be involved in the screening process at the discretion of the College President.

10B312 The College President or designee shall chair the joint committee. In addition to the chairperson, there shall be an equal number of faculty and management.

10B313 The College President shall recommend to the Chancellor for Board appointment one (1) or more of the candidates recommended by the joint committee. The joint committee shall recommend at least two (2) candidates to the President.

10B314 Faculty representatives shall be appointed by the academic senate.

10B315 Management representatives will be appointed by the College President.

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For the position of College President the committee chair shall be the Chancellor or designee. The Chancellor shall recommend for Board appointment one (1) or more of the candidates recommended by the joint committee. The joint committee shall recommend at least two (2) candidates to the Chancellor.