

## **AP 7120c FULL-TIME FACULTY RECRUITMENT AND HIRING**

### **Reference:**

Education Code 87360;  
Title 5 §53000 et seq.; §53200; §53203 (f);  
Accreditation Standard III.A.1

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. The appropriate college departments, councils, and committees review requests 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) Each College in consultation with 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 affected discipline faculty will prepare a draft job description in consultation with the Vice President of Academic Affairs 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 Human Resources and Employee Relations 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](http://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, §53000 et seq.
  - (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 hiring college's Dean, Vice President of Academic Affairs, 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 for the department's consultation and approval.
- (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 Human Resources and Employee Relations for review of the screening and interview committee composition, who will then forward it to Human Resources and Employee Relations for review. Any concerns, including those regarding equity and diversity, will be communicated to the Department Chair, SMEs, Dean and/or the college Vice President of Academic Affairs for resolution.
- (8) Human Resources and Employee Relations then prepares the final posting. A copy of that notice, in draft form, shall be shared with the Department Chair who will share it with the SMEs before the posting is made public. If there are any changes required, Human Resources and Employee Relations will include those in the posting for publication. The Department Chair will inform Human Resources and Employee Relations of any issues with the posting within three (3) working days.

## 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 or designee. The committee should balance 1) the faculty with subject-matter expertise available in the District, 2) the fact that the potential hire is a District employee and 3) the fact that the potential hire will teach at a particular college. To accomplish this, the Department Chair on the hiring college will work with the members of the affected discipline and the college Vice President of Academic Affairs/Dean to select the other four (4) faculty members. Per Title 5, §53203 (f), the hiring college's Academic Senate President shall confirm the Hiring Committee's appointment of faculty.

All hiring committees shall have at a minimum three (3) faculty members chosen from District's full-time, tenured discipline subject-matter experts ("SMEs"), with two (2) SMEs coming from the hiring college's faculty and one (1) coming from another college in the district. Due consideration will be given to diversity and equity.

- (1) If the hiring college's faculty does not have two SMEs to serve on the committee, then members will be chosen from the District-wide discipline. A hiring college with a single SME in the hiring discipline may work with the Department Chair and the other SMEs from the District to choose one (1) faculty member at the hiring college who has a Faculty Service Area (FSA) in the discipline or expertise in a closely related discipline to serve on the committee.
  - (2) When there are insufficient SMEs in the district-wide discipline, then faculty who hold equivalency Faculty Service Areas (FSAs) in the discipline will be considered, with FSAs at the hiring college being given first consideration.
  - (3) When there are insufficient faculty who are SMEs or hold FSAs in the District, then the members of the discipline will confer with the department chair at the hiring college in order to 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 considered. (NOTE: In 2a (1)-(3) above, the requirements may be filled by RCCD retired SMEs, as determined by the District-wide discipline).
  - (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.
  - (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 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, Human Resources and Employee Relations may, at its discretion, and in consultation with the affected discipline and the Department Chair, Vice President of Academic Affairs and the Academic Senate at the hiring college, add an additional faculty member to the committee.

- d. Human Resources and Employee Relations 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. See Title V and the District's appropriate board policy on EEO training.
- e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. See the relevant Board Policy on nepotism. 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 Human Resources and Employee Relations staff.
- f. The recommended committee members will be communicated to the college Vice President of Academic Affairs 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. Human Resources and Employee Relations will post the position on-line.
- b. 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.

The position will be advertised so as to encourage a broad applicant pool. Human Resources and Employee Relations 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. Human Resources and Employee Relations 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. See the relevant board policy on nepotism. 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 Human Resources and Employee Relations 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 Human Resources and Employee Relations.
- d. Initial interviews will be conducted by the Search Committee and held on the college of hire. A Human Resources and Employee Relations 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 finalists to the College 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 a majority of the SMEs 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 priority 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.
  - 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 of the committee, the Department Chair or designee, and may include the Vice President of Academic Affairs and/or Dean.
    - (2) The District may reimburse, in accordance with the relevant board policy and/or administrative procedure, 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 Human Resources and Employee Relations.

If no candidate is selected for the position, the President will notify Human Resources and Employee Relations, the Department Chair, the members of the hiring committee, and the Academic Senate of the hiring 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, Human Resources and Employee Relations may conduct the reference calls.
- d. Human Resources and Employee Relations 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 contingent 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 Human Resources and Employee Relations whether or not the selected individual has tentatively accepted the position pending salary and benefit placement.
- b. Human Resources and Employee Relations 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) Human Resources and Employee Relations 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. Human Resources and Employee Relations 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: Human Resources and Employee Relations

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

---

Administrative Approval: June 5, 2009  
Revised: December 11, 2015  
(Replaces RCCD Regulations 3001/ 4001  
and 3099/4099)