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 steps established below:

1. Identify a Position and Develop Hiring Plan

   Each spring the Vice Chancellor of Academic Affairs will ask the campus/college Chief Instructional Officer (CIO) to solicit a hiring plan from their departments.

   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 CIO on each campus/college in consultation with the respective Academic Planning Council (Department Chairs) will develop a suggested prioritized list and rationale for faculty positions, which will be submitted to the College/Campus President. In preparing the list, due consideration will be given to the District guidelines for requested faculty positions (see Appendix A or campus/college approved guidelines).

      (2) The President will submit recommendations to the Vice Chancellor of Academic Affairs.

      (3) The Vice Chancellor of Academic Affairs will finalize the list of requested faculty positions and make a recommendation to the Chancellor.

      (4) The Chancellor will make the final determination about the hiring plan.

      (5) In special circumstances, such as the availability of categorical funding, the Campus/College President makes the final determination about a hiring need outside the plan (see Appendix A or campus/college approved guidelines) in consultation with the department or discipline involved.
(6) The District Office of Academic Affairs will announce the hiring plan internally, typically during the summer.

b. The Department Chair and department faculty will prepare a draft job description. In this process, they must consult with the district-wide discipline and, if necessary, with outside expertise in order to prepare the most appropriate job description. Sharing this information with everyone in the discipline may help expand the pool of applicants.

c. The Department Chair will forward the draft job description to Diversity and Human Resources for creation of a template to be used for the on-line posting.

d. The Department Chair will then use the template to submit an on-line posting request at jobs.rccd.edu/hr.

(1) 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 may also be electronically forwarded to District Vice Chancellor, Academic Affairs for approval, who will forward the document to Budget Control, for verification of available funding and budget codes.

(7) The posting request will then be electronically forwarded by Budget Control 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 and/or the campus/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 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 Department Chair will work with the campus/college CIO to select four (4) committee members from the discipline or a closely related discipline. Due consideration will be given to diversity and equity.

(1) Normally, the four members will come from the requesting campus/college. When the campus/college discipline, or a closely related discipline, does not have four faculty available to serve on the committee, then faculty from the same discipline, or a closely related discipline, on another campus/college may be appointed by the Chair and CIO. If faculty from the hiring discipline on another campus/college are not available, then faculty from other disciplines may be appointed by the Chair and CIO. In this event, at least one (1) faculty member from the hiring discipline must serve on the committee. Priority will be given to tenured faculty; however, non-tenured faculty in the discipline may be appointed by the Chair and CIO.
(2) In the absence of any available faculty from the District, full-time faculty from area educational institutions, in the same discipline where the vacancy is being filled may be appointed by the Chair and CIO.

(3) 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, 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 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)

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” as defined by BP 3005/4005, mean those relatives or step-relatives bearing the following relationships to the employee or the employee’s spouse: son, daughter, spouse, mother, father, sister, brother, grandchild, guardian, foster child, foster parent, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepchild, uncle, aunt, niece, nephew or any person living in the employee’s household.

f. The recommended committee members will be communicated to the campus/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, 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 (local newspapers, the Chronicle of Higher Education, minority publications, RCCD website, HigherEdJobs.com, InsideHigherEd.com, SoCalHERC.com, California Community College Registry, etc.). 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 EEO regulations, as required by Title 5.

5. Search Committee Responsibilities

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 campus/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 list of finalists recommended to the President will be reviewed by the Office of Diversity, Equity and Compliance.

(6) 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.

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 the
implementation of progressive disciplinary measures.

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 campus/college of hire.

   (1) The final interview committee will be selected and chaired by the President, or designee, and will include the Department Chair or designee, (and a discipline representative in instances where the chair or designee is not a member of the discipline).

   (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 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, reference calls will be completed by the President, or his/her designee. The Department Chair may be included in this process. 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 his/her 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 his/her 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 his/her 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

Administrative Approval: June 5, 2009
(Replaces RCCD Regulations 3001/4001 and 3099/4099)
Appendix A

District Guidelines for Transmitting Faculty Position Requests

The transmitting of faculty positions shall reflect the following priorities:

A. A program without a full-time faculty member. A program is defined as a course of study with a minimum of 18 plus units, leading to a certificate or to a degree, or a series of activities relevant to the campus/college.

B. A discipline without a full-time faculty member.

C. A component of a program or a segment of a discipline sufficiently focused that requires specialized faculty expertise. This could be courses already offered in the curriculum (e.g. physiological psychology) or proposed curricular needs of a discipline or program (e.g. Asian history courses)
   1. Consideration will be given to total hours as well as specific daytime hours taught by adjunct faculty.
   2. Consideration will also be given to those disciplines and programs where recruiting adjunct faculty staffing is difficult.

D. To improve the ratio of full-time to part-time faculty teaching hours within a discipline or department; faculty needed to maintain the full-time strength of a department.
   1. Consideration will also be given to those disciplines and programs where recruiting adjunct faculty staffing is difficult.

E. The availability of a uniquely qualified person. This may be related to subject expertise.