

1 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

2 **ADMINISTRATIVE PROCEDURE 7210**

3

4 **ACADEMIC EMPLOYEES, NON-MANAGEMENT**

5

6 **HIRING OF FULL-TIME FACULTY**

7

8 The San Bernardino Community College District seeks a qualified and diverse administration,
9 faculty, and staff dedicated to student success. The District is committed to an open and inclusive
10 hiring process that supports the goals of equal opportunity and diversity, providing equal
11 consideration and opportunities for all qualified candidates. The goal of every hiring process is to
12 select the qualified candidate who best meets the needs of our students.

13

14 The faculty, staff, and administration recognize the importance of an effective hiring process that
15 reflects mutual professional responsibility and interest in achieving the common goal of hiring
16 outstanding faculty that will enhance the learning experience for all students and fulfill the mission
17 and goals of the College and the District.

18

19 Hiring faculty, classified staff, and administrators is accomplished through selection committees,
20 which produce a recommendation of a final candidate from the President, or other appropriate
21 administrator, to the Chancellor to recommend to the Board for employment.

22

23 **HIRING QUALIFICATIONS**

24

25 **Minimum Qualifications**

26

27 The San Bernardino Community College District has established the following hiring qualifications
28 for all faculty positions:

29

- ~~— 30.1. Demonstrated sensitivity to, understanding of and respect for the diverse academic,~~
- ~~— 31 socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds~~

- 1. ~~32 of community college students. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.~~

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- ~~34.2.~~ The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community
~~35.~~ Colleges or possession of a valid and appropriate California Community College
2. ~~36.~~ Credential as provided in Education Code 87355.

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~~38.~~ 3. All applicants will be provided the opportunity to have equivalent qualifications for discipline expertise reviewed
~~39.~~ and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

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41 **Application Procedure**

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43 1. The Human Resources Office will determine which applicants meet minimum
44 qualifications as set forth in the job announcement based on information provided on the
45 official application for employment and verified by copies of transcripts provided by the
46 applicant. Applicants not having minimum qualifications but requesting consideration of
47 equivalent qualifications will be separated from those determined to meet minimum
48 qualifications. If there is any discrepancy between the established minimum
49 qualifications and the qualifications presented by an applicant as meeting minimum
50 qualifications, that applicant's file will be grouped with the applications requesting
51 consideration of equivalent qualifications. Applicant groups for equivalency review will
52 have their qualifications evaluated by the Equivalency Committee, in accordance with the
53 Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.

54

55 2. The files of all applicants who meet minimum qualifications or who have had equivalent
56 qualifications determined by the Equivalency Committee will be reviewed by the

57 selection committee. The selection committee will not review the file of any applicant
58 who does not meet minimum qualifications or who has not been determined as
59 possessing equivalent qualifications by the Equivalency Committee. Should the
60 selection committee have any concern about the pool or process, the selection
61 committee chair may confer with the Vice Chancellor of Human Resources & Employee
62 Relations regarding these concerns.

63

64 3. For disciplines for which the master's degree is not generally expected or available (as
65 designated in *Minimum Qualifications for Faculty & Administrators in California*
66 *Community Colleges*, adopted by the Board of Governors), a "year of professional
67 experience" shall be considered the period of time which the District accepts as a regular
68 work year on a full-time basis. One year of professional experience must have been
69 completed within the three years prior to the closing date for applications for the position.
70 The minimum qualifications listed on the job announcement should identify the specific
71 types of professional experience required for the position.

72

73 4. For disciplines for which the master's degree is not generally expected or available (as
74 designated in *Minimum Qualifications for Faculty & Administrators in California*
75 *Community Colleges*, adopted by the Board of Governors), the appropriate, valid
76 certification or license to practice shall be stipulated based on the instructional
77 responsibilities of the position. If no certificate or license is appropriate to the position,
78 no certificate or license will be listed as a minimum qualification.

79

80 **Desirable Qualifications:**

81

82 1. Job announcements may include a set of "desirable qualifications," separate from the
83 minimum qualifications. These desirable qualifications should describe characteristics
84 that support the responsibilities of the position.

85

86 2. The combination of the minimum qualifications and the job-related desirable qualifications
87 will be used as the basis for decision-making throughout the selection, interview, and
88 recommendation of applicants.

89 ***Establishing Minimum and Desirable Qualifications***

90

91 1. The minimum and desirable qualifications will be identified-reviewed by discipline faculty in
92 consultation with the Division/Department Dean or other appropriate administrator and
93 included in an initial draft. When no full-time faculty member currently teaches the
94 discipline, at least two full-time faculty in a reasonably related discipline will draft the
95 desirable qualifications in consultation with the Division/Department Dean or appropriate
96 administrator. The academic senate may elect to include additional qualifications related to the
ability to serve our diverse students well in any faculty position.

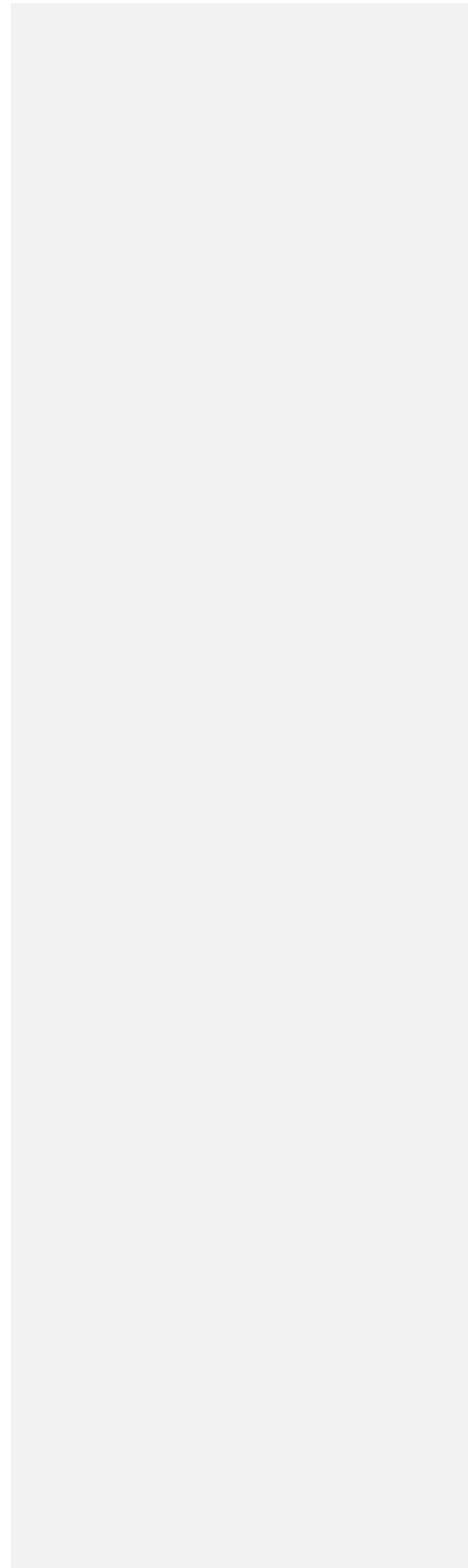
97

98 2. The Vice Chancellor of Human Resources and Employee Relations or her/his designee
99 will monitor the minimum and desirable qualifications for adverse impact on groups
100 that have been historically under-represented. If the Vice Chancellor of Human
101 Resources and Employee Relations or designee believes the qualifications appear
102 to be too restrictive, he/she will meet with the discipline faculty and the
103 Division/Department Dean or appropriate administrator to review the
104 qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of
105 Human Resources and Employee Relations shall confer with the appropriate Vice
106 President and the Academic Senate President to determine necessary remedies.
107

108 **PROCEDURES**
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110 The goal of every hiring process is to select the qualified candidate who best meets the needs of
111 our diverse student population.
112

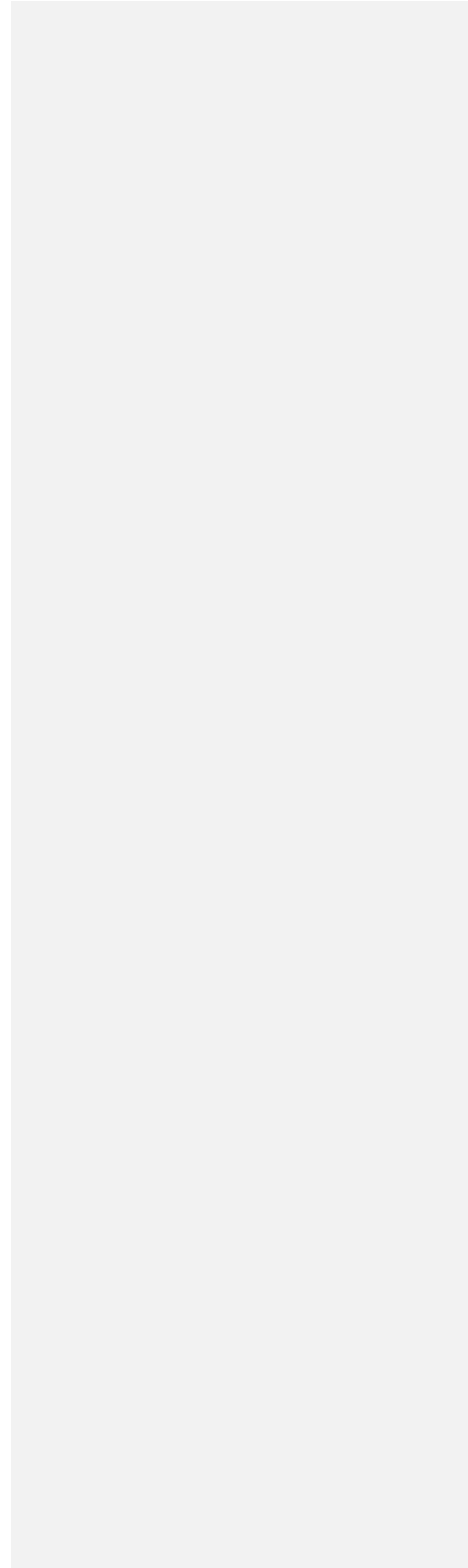
113 **Establishing the Position**
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115 Any request to fill new or vacant positions must be processed through the appropriate Manager

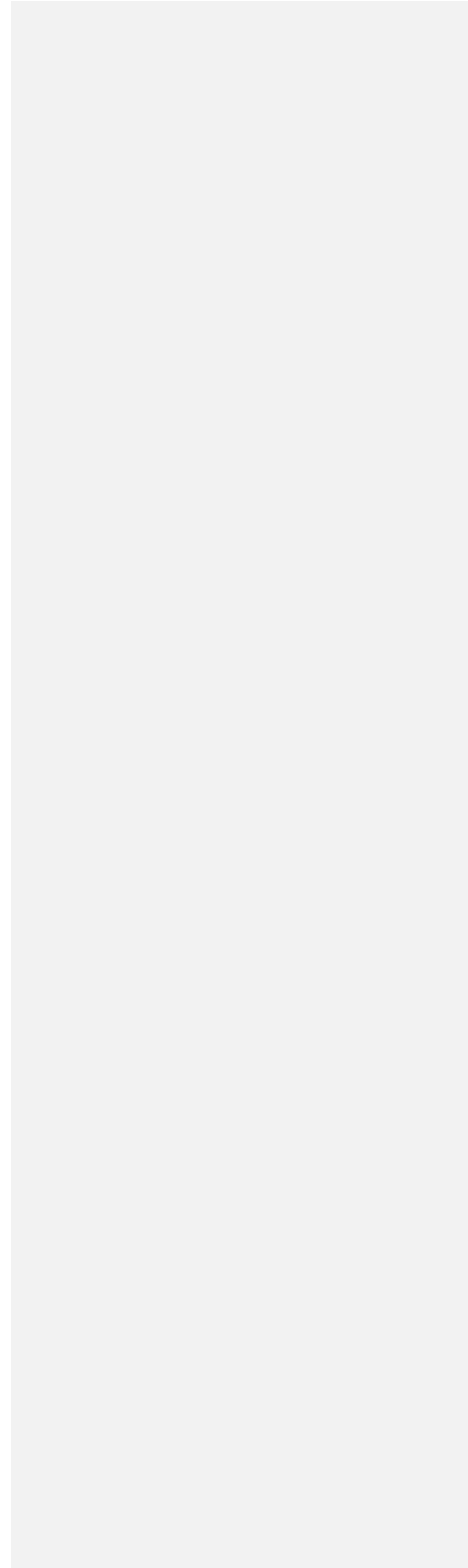
~~116~~ and the Human Resources Office, and must receive approval by the Chancellor before any

~~117~~ position announcement is made.

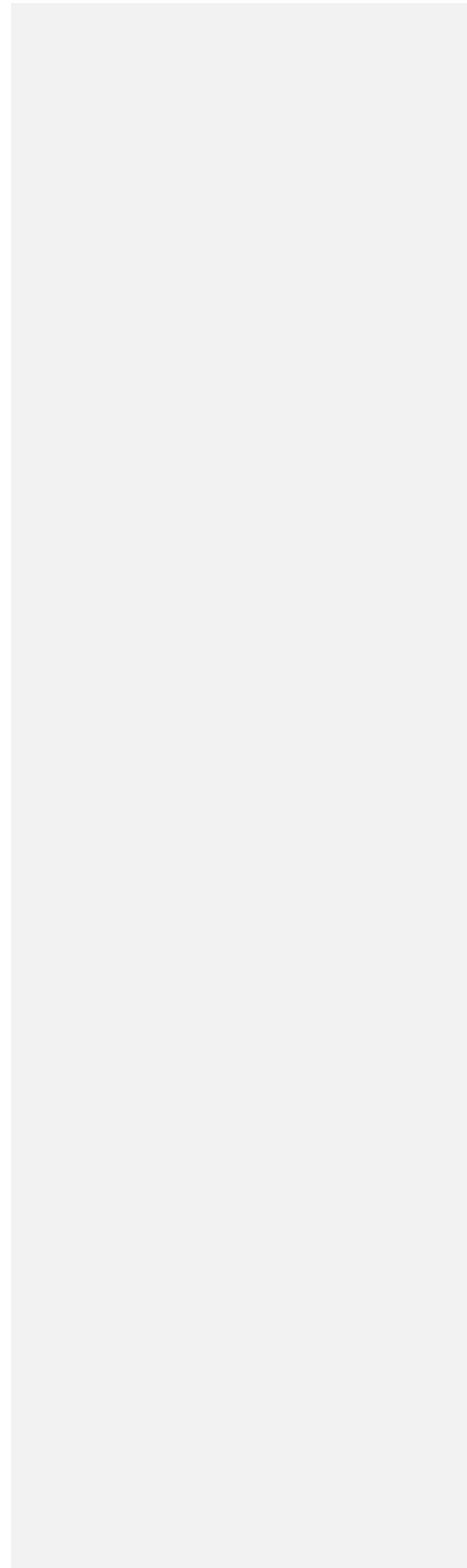


~~119~~-1. Faculty positions are identified by a process established by each College and

~~120~~ Fiscal Services.



~~122~~-2. Chancellor approves faculty positions from those requested by the Colleges.



~~124~~ 3. Human Resources receives the Staffing Requisition approved by the Chancellor

125 and begins the search process.

127 **Position Announcement**

128

129 1. The Announcement of a Position will be drafted by the faculty of the discipline and the
130 Division/Department Dean or appropriate administrator who established the minimum
131 and desirable qualifications for the position (See "Establishing Minimum and Desirable
132 Qualifications") in consultation with the Vice Chancellor of Human Resources and
133 Employee Relations or designee and the appropriate Vice President.

134

135 Job announcements shall clearly state job specifications setting forth the minimum and
136 desired qualifications for the position. Job announcements including any "desired"
137 qualifications beyond the minimums shall be reviewed by Human Resources before the
138 position is announced to ensure conformity with the guidelines of the Board of
Governors

139 for the California Community Colleges, the requirements of Title 5 and State and
140 Federal non-discrimination laws.

141

142 2. Position announcements will include the following sections:

143

144 Position Title

145

146 Application Deadline or initial review date

147

148 Introduction: A brief description of the position and the relationship of the position to
149 college offerings and activities. This includes a brief description of the college and the
community served.

150

151 Minimum Qualifications: A statement including the established minimum qualifications,
152 the appropriate valid credential(s), the provision for equivalencies, and reference to
153 "demonstrated sensitivity to and understanding of the diverse academic, socioeconomic,
154 cultural, disability, and ethnic background of community college students." (See
155 Minimum Qualifications for Faculty and Administrators in California Community
Colleges.)

156

157 Desirable Qualifications: Those job-related qualifications that are desirable but not
158 essential to perform the job.

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160 Duties of the Position: A list of typical duties including the following:

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162 • A brief description of the primary responsibilities (e.g. Faculty will teach to the outline

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163 of record for the specific assignment and maintain a current syllabus. Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population).

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164 • A description of any co-curricular responsibilities (e.g. coaching, directing).

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165 • Reference to scheduling considerations (e.g. assignment to evening duties).

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- Leadership responsibilities related to the academic and/or co-curricular assignment

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(e.g. advisory committee, standing committees, curriculum development).

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- A description of institutional service responsibilities (e.g. five hours of institutional

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service, five office hours).

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- A commitment to ongoing professional development that includes cultural responsiveness as well as disciplinary relevance.

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- A description of any other duties unique to the position.

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- Closing date and address for submission of application materials.

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173 Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.

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176 Application Process: Instructions regarding the completion of the application process and

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178 a statement that incomplete applications will not be considered by the selection committee.

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	<ul style="list-style-type: none"> • _When appropriate, verification of “professional experience” as articulated in the 	Formatted: Normal, No bullets or numbering
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196	minimum and desirable qualifications.	Formatted: Font: 12 pt
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198	When appropriate, additional support materials may be requested. Such materials may	Formatted: Font: 12 pt
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199	include letters of recommendation, work samples (e.g. videotapes, portfolios, written materials) and other materials directly	Formatted: Font: 12 pt
200	related to the criteria established in the minimum	Formatted: Normal
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201	and desirable qualifications.	Formatted: Normal
203	Selection Process: A brief description of the selection process including:	Formatted: Font: 12 pt
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205		Formatted: Font: 12 pt
	<ul style="list-style-type: none"> • _The review by a selection committee to select candidates for interviews 	Formatted: Font: 12 pt
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206		Formatted: Font: 12 pt
	<ul style="list-style-type: none"> • _An interview of candidates by the selection committee <u>that may be comprised</u> of faculty, administration, 	Formatted: Normal, No bullets or numbering
		Formatted: Normal
207	academic senate representatives, <u>associated student government representatives</u> , and other appropriate district personnel. <u>Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications.</u>	Formatted: Normal, No bullets or numbering
		Formatted: Normal
208		Formatted: Font: 12 pt
	<ul style="list-style-type: none"> • _An interview of finalists by the President or designee 	Formatted: Normal
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209		Formatted: Normal
	<ul style="list-style-type: none"> • _Final recommendation to the Board of Trustees by the Chancellor of the District 	Formatted: Font: 12 pt
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- _A description of any other selection activities that are anticipated at the time of the

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announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample

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assignments, a questionnaire or impromptu writing sample)

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- _Notice to All Candidates:

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- _The requirements of the Immigration Reform and Control Act of 1987

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- _Initial assignment information

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- _Reasonable accommodation notice:

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If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The

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application/interview process may involve speaking, reading, writing, and answering

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