

AP 7120 EMPLOYMENT RECRUITMENT**References:**

Education Code Sections 87100 et seq., 87360, 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53021-53024;
ACCJC Accreditation Standard III.A

I. General Provisions

- A. Equal Employment Opportunity (EEO) – Commitment to Diversity:** In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Equal employment opportunity issues are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

A. Permanent Academic, Management, and Classified Employees

The Human Resources Office will have primary responsibility for implementing Administrative Procedures for the employment of permanent academic and classified employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines.

II. Recruitment Methods for Management and Classified Positions**A. Position Authorization**

Recommendations for the creation and/or filling of positions may be made in accordance with District governance or administrative processes. Approval for the filling of an authorized position that is vacant will be made by the Superintendent/President.

B. Search/Screening Committee Structure

1. The Superintendent/President or designee may appoint the chairperson for the committee and committee members. Classified employees will be appointed by the official classified staff appointing body. Academic employees will be appointed by the Academic Senate.

2. The committee will have District-wide representation for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President (See Human Resources Screening Committee Composition Guidelines).
3. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
4. Members of the Screening/Interviewing Committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

C. Position Announcement

1. The position announcement will describe the duties and responsibilities of the position based upon the approved job description.
2. The recruiting efforts will include, as appropriate, local and national advertising as well as outreach efforts in accordance with the District's EEO Plan.

D. Applications

Applications for positions will be submitted using the District's website. Applicable materials shall be submitted with all completed applications.

1. Initial Qualifications Review of Applications

Human Resources will review the applications to ensure minimum qualifications for the position are met. If the applicant has applied for a minimum qualification equivalency, the application materials will be sent to the Academic Senate's designee(s).

E. Screening Process

1. Criteria may be formulated by the committee for the purpose of reducing the number of candidates to a manageable number. Human Resources will provide the search committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications for the position. The search/screening committee will then select candidates to be interviewed.
2. Every effort should be made to interview at least five candidates for each position.
3. The District at its discretion may require pre-screening activities and/or testing as appropriate to the position.
4. Recommendations and Finalization of Selection
 - a. Management and Full-Time Academic Positions
 - i. When possible, two or more finalists will be recommended to the Superintendent/President. The committee may send comments or a statement of reservation about the candidates along with their recommendation.

- ii. At the discretion of the Superintendent/President, the finalists will be invited for an interview with the Superintendent/President and/or designees.
 - iii. If the Superintendent/President does not agree with the committee's recommendations, he/she will request that the search be extended or suspended.
 - iv. The Superintendent/President or designee will extend an offer of employment.
 - v. Upon acceptance of the offer of employment, the candidate's name will be submitted to the Board of Trustees for approval.
- b. Classified Positions
- i. The screening committee will provide the appropriate supervisor or manager with a list of finalists. Second interviews are appropriate in the event the supervisor or manager is unable to participate in the initial interview. The successful candidate(s) name(s) will be forwarded to Human Resources for reference checking and extension of an offer of employment.
 - ii. If there is not an acceptable candidate, the supervisor or manager will request the search be extended or suspended.
 - iii. Upon acceptance of the offer of employment, the candidate's name will be submitted to the Board of Trustees for approval.
5. The action of the Board of Trustees will be communicated to the candidates. If for any reason the person approved refuses the offer, the matter may be referred back to the search committee.

III. Recruitment Methods for Faculty Positions

A. Vacancy

Recruitment for a permanent faculty position will be conducted whenever the District determines that a permanent faculty position will meet the need of the District or the mandates of the State Chancellor's Office, or to comply with the M CCD-UPM/AFT Collective Bargaining Agreement.

B. Search/Screening Committees Structure: A screening committee will be formed.

1. Composition: See Human Resources Screening Committee Composition Guidelines.
2. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for *equal employment opportunity, and the search/screening process*.

3. Members of the Screening/Interviewing Committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates, to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

C. Position Announcement: The job announcement and advertisement will be developed by the Human Resources Office and shall include the following:

1. a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
2. representative courses to be taught, if applicable;
3. minimum qualifications, equivalency, desirable knowledge, abilities and skills;
4. screening methods to be used in the assessment;
5. other terms and conditions of employment as required by contract, District policy, or State law;
6. an address, *url* and/or telephone number for obtaining further information.
7. the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff."

The appropriate Deans, Directors, and Coordinators or Department Chairs will be asked to assist with developing "Desirable Knowledge, Abilities and Skills," which will be the basis for the screening criteria, in addition to the minimum qualifications or equivalency. The announcement shall be reviewed by the appropriate Dean and Department Chair or Coordinator.

D. Minimum Qualifications (see AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)

E. Evaluation and Recommendation Process:

Applicant Screening: Members of the committee shall individually review each qualified applicant's application, transcript(s), resume or curricula vitae, and other materials which the applicant submitted, and using the standardized rating scale and previously agreed upon criteria, shall evaluate, score, and rank each applicant. Each committee member shall keep a standardized record of his/her evaluation. The point totals shall be summed for each applicant and an aggregate candidate list compiled. The committee shall agree upon size of the pool and the number of applicants to be invited to interview. The Human Resources Office will schedule interviews and make all necessary arrangements. For temp pools see AP 7212 titled Temporary Faculty.

- F. Interviews Process:** Interviews will be conducted and members of the committee shall individually evaluate and score each candidate, using the standardized rating scale, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable. Each committee member shall keep a standardized record of his/her evaluations. At the conclusion of the interview process, committee members shall discuss their evaluation scores for each candidate. The committee members shall agree on two or three candidates whose names shall be submitted to the Chief Instructional Officer and Superintendent/President.

The recommended candidates may be ranked and a statement outlining strengths and areas for growth will be prepared by the committee for the Chief Instructional Officer and the Superintendent/President. All applications, supporting documents, and screening committee documents will be returned to the Human Resources Office.

The Superintendent/President or designee will extend an offer of employment. Upon acceptance of the offer of employment the candidates name will be submitted to the Board of Trustees for official approval.

If the committee cannot find at least two candidates worthy of recommendation, the position shall be re-advertised and the screening process re-started.

Pre-Selection Activities & Testing (as appropriate)

As part of the screening evaluation process, each candidate must give a demonstration of his/her effectiveness as determined by the screening committee.

Notification of Candidates:

The Human Resources Office will notify all applicants of their selection or non-selection.

Also see AP 7126 titled Applicant Background Checks and AP 7210 titled Academic Employees and AP 7230 titled Classified Employees

Date Approved: June 28, 2011

(Replaces College of Marin Policy 5.0013 and Procedures 5.0005 DP.1 and 5.0006.1 DP.2)