ADMINISTRATIVE HIRING PROCEDURES

1. General Statement

1.1. It is the policy of the San Francisco Community College District to establish administrative hiring procedures and guidelines that will provide the District with administrators, who can lead, organize, facilitate, plan, and supervise; who understand the needs of faculty and the learning process; and who value institutional effectiveness. Administrators who are hired must be individuals who are sympathetic and sensitive to the racial and cultural diversity in the District, and are well prepared by training and temperament to respond effectively to the educational needs of all the populations served by our community.

1.2. The State minimum qualifications and the District’s local qualifications for administrators help to ensure that the District will select individuals who are competent to perform the administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administrative leadership and oversight, and who understand the needs of the students and the learning process.

1.3. “Educational administrator” refers to an administrator who is employed in an academic position designated by the Board of Trustees as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the District. (Title 5, Section 53402(b) defines “educational administrator”.) Hiring criteria for all educational administrators shall apply to the available positions (Title 5, Section 53024). All administrators in the Office of Instruction must have in addition to State minimum qualifications the local minimum qualifications of three years of teaching experience (or the equivalent) in an accredited post secondary institution. All administrators in the Office of Student Services must have in addition to State minimum qualifications the local minimum qualification of three years of faculty experience in Student Services or Instruction (or the equivalent) in an accredited post secondary institution.

1.4. “Classified administrator” refers to an administrator who is employed in a position designated, approved, or ratified by the Board of Trustees as having direct responsibility for formulating policy or administering specific programs within the College or District but does not meet the definition of an educational administrator.

1.5. Nothing in this document shall limit the rights and responsibilities of the Board of Trustees as provided by law.

1.6. Nothing in this document shall be interpreted to limit the rights, duties and responsibilities of the Title 5/EEO/ADA Compliance Officer or the Chancellor or designee to guard against adverse impact (Title 5, Section 53024[b]).
Chancellor or designee has responsibility to suspend a selection process if needed and to require corrective actions.

1.7. These procedures must be interpreted and implemented to be in full conformity with any applicable law.

1.8. It is understood that “administrator” refers to those managerial positions so designated in the Organizational Chart of the District, and does not apply to Department Chairs, Program Supervisors or Civil Service Classified Managers. The term “administrator” also does not apply to exempt administrative or other employees.

2. **Request for Position**

When a new or replacement administrative position is desired, the request should be advanced by the Chancellor or the supervising Vice Chancellor with full justification to the Chancellor’s Executive Team. The Chancellor has full authority to determine the final status of the position.

3. **Development of the Job Announcement**

3.1. After the Chancellor’s Executive Team has reviewed the job description, the job announcement is drafted by the Human Resources Department in consultation with the Vice Chancellor, (or designee) who has requested the position for the area. If the position is for a Vice Chancellor or any other administrative position under the responsibility of the Chancellor, he/she will draft the job announcement in consultation with the Dean of Human Resources. The Academic Senate will be given opportunity for review and comment. The administration is responsible for the final identification of job-related duties, responsibilities, qualifications, and eligibility requirements. The announcement and a copy of the complete job description will be reviewed by the Title 5/EEO/ADA Compliance Officer to ensure conformity with the District’s EEO Plan (*Title 5*).

3.2. The job announcement will inform candidates that, if advanced to the final level of the process, reference checking (previous and current employers) will occur and that the submission of an application is an agreement to allow the District to conduct such a check.

4. **Receipt of Applications**

4.1. All applications, supporting papers, and letters will be sent to the Human Resources Department. Upon review of the applicant pool after the close of applications, the Human Resources Department will forward to the Search Committee Chair the files of applicants who claim they have qualifications equivalent to those stated in the job announcement. The Search Committee Chair, working with the Equivalency
Committee (consisting of two [2] administrators) will inform the Human Resources Department which applicants meet qualifications through Equivalency and the Dean of Human Resources will recommend to the Chancellor. The Chancellor will approve or disapprove the equivalency recommendation and inform the Human Resources Department. The Human Resources Department will maintain records of all equivalency decisions. See Section 12. Equivalency Procedures for further information on the Equivalency process.

4.2. The Title 5/EEO/ADA Compliance Officer will review the pool of qualified applicants for adverse impact (Title 5, §53024 [b]).

4.3. The Human Resources Department will send all files deemed to have met the minimum qualifications to the Search Committee, including those who qualified under the equivalency process. The Search Committee shall receive all files of qualified applicants at the same time.

5. Search Committee

5.1. The Search Committee will consist of seven (7) members:

   Educational Administrators
   Three (3) administrators, two (2) faculty, one (1) classified staff and one (1) student. (Students will only be invited to participate in the interview phase of the process.)

   Classified Administrators
   Three (3) administrators, one (1) faculty, two (2) classified staff and one (1) student. (Students will only be invited to participate in the interview phase of the process.)

   The Chancellor has the authority to add additional administrators or unrepresented classified to serve on any Administrative Search Committee.

   The administrators are selected by the Chancellor, the faculty are selected by the Academic Senate, the classified staff are selected by SEIU Local 1021, and the student is selected by the Executive Board of the Associated Students.

5.2. The Title 5/EEO/ADA Compliance Officer (or representative), who is a nonvoting member, will monitor all proceedings of the search process.

5.3. Whenever possible, the Search Committee shall include members of historically underrepresented groups.

5.4. All members of the Search Committee shall be provided training as prescribed in the District’s EEO Plan, as well as screening and interviewing procedures of the District.
5.5. All meetings of the Search Committee will be arranged by the Administrative Chair of the Search Committee.

5.6. The Chancellor will identify the Chair of the Search Committee, who shall be one of the voting members of the Search Committee.

6. **Preliminary Screening**
   6.1. The Search Committee will select candidates to be interviewed who best meet the qualifications listed on the job announcement, as measured by evidence of professional qualifications, including educational background and experience. Each individual employed must possess qualifications that are at least equivalent to the applicable minimum qualifications specified in this document.

   6.2. The names of those applicants not selected will be assembled in compliance with State and Federal regulations and sent to the Human Resources Department after the screening procedure is completed. Applicants who were not selected shall be so notified by the Human Resources Department. The Human Resources Department will also keep a record of all the applicants who claimed equivalency and how far they made it in the hiring process.

7. **Interview**
   7.1. The Search Committee shall formulate job-related interview questions to ensure a thorough assessment of the candidates’ qualifications. Candidates will be informed of the hiring procedures before they are interviewed. All candidates will be asked the same questions, but some follow-up questions for clarification purposes to some answers are expected.

   7.2. The District will hire administrators who can lead, organize, plan, and supervise; who understand the needs of students, faculty, staff, and the learning process; and who value institutional effectiveness based upon participatory governance.

   7.3. The Search Committee will forward to the Chancellor only candidates who demonstrate the abilities and qualities listed in the job announcement.

   7.4. It is recommended that the Search Committee interview a minimum of six candidates provided that this number of qualified applicants is available.

8. **Recommendation of Candidates**
   8.1. Only those members of the Search Committee who have attended all interviews will be allowed to participate in the discussion, vote, and recommend candidates.
8.2. The top two to three candidates (finalists) are to be recommended (in alphabetical order only) to the Chancellor.

8.3. The finalists will have their references checked by the Chair of the Search Committee (or a designated Administrator serving on the Search Committee). It is recommended that the chair conduct the reference checks with a set of prescribed questions. The reference check responses are then submitted to the Chancellor for review.

8.4. For the Vice Chancellor positions, final candidates will be invited to meet with constituent groups in public forums facilitated by the Human Resources Department.

9. Final Selection
9.1. The Chancellor will conduct the final interviews for the position.

9.2. At the Chancellor’s discretion, other appropriate parties may be present for the interviews.

9.3. The interview questions must be the same for all candidates, but some follow-up questions for clarification are in order.

9.4. The Chancellor will then select an individual for the position, make the offer, and request the Human Resources Department to work with the individual to answer any questions and to secure agreement on acceptance of the position. Upon final acceptance of the position, the name of the individual will be placed on the Board of Trustees’ Agenda by the Human Resources Department.

9.5. At the time of the final interview with the Chancellor, finalists for positions as educational administrators who do not already have Retreat Rights in the District shall have their qualifications assessed for possible Retreat Rights to the faculty. The results of this assessment shall be presented to the Board of Trustees as a part of the materials provided in the Board Agenda.

10. Special Cases
If the Chancellor rejects all candidates forwarded from the first level Search Committee process, written notice must be given to the Search Committee with reasons for rejection. The Chancellor will meet with the Search Committee Chair, and the Dean of Human Resources to discuss next steps (i.e. ask the Search Committee for more names or start the hiring process over again).
11. Exceptions
11.1. With the exception of Trustee-approved exempt administrative positions, all administrative positions will be subject to the above hiring procedures.

11.2. An administrator may be employed for one year or less as a replacement for an administrator who is on leave or away from the position for a year or less. The Chancellor can recommend this temporary replacement to the Board under his/her authority under Title 5 §53021. At the end of the one-year period, the position must be filled by the hiring procedure set forth in this document or the position will be terminated. No administrative position can have a replacement for more than one year without the express authority of the California Community College Chancellor’s Office.

12. Equivalency Procedures
12.1. The Equivalency Committee for administrators will consist of two administrators. The members of the Equivalency Committee shall not be the same as those on the Search Committee. It is recommended that members of the Equivalency Committee shall serve for at least one year to provide continuity.

12.2. It will be the duty of the Equivalency Committee to consider candidates on a case-by-case basis to determine if those candidates who claim qualifications equivalent to specified minimum qualifications do in fact possess qualifications which are at least equivalent to the stated minimums. The Equivalency Committee will keep accurate records of their deliberations and decisions and insure uniformity within and across all cases.

12.3. An applicant who claims to be qualified through equivalency must demonstrate that he or she has qualifications equivalent to those specified. The applicant who claims equivalent qualifications will have to provide substantial and verifiable documentation, as clear and reliable as college transcripts and work experience being submitted by the other applicants, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. Specifically, the applicant making the claim must provide documentation in regard to each of the following:

1. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement, breadth, and depth of understanding for each of the following as separate and distinct criteria:
   a. The education required for that degree, and
   b. The major courses required for that degree.

An applicant who fails to provide documentation in regard to either a) or b) does not possess the equivalent of the degree in question.

2. For the equivalent of required experience, an applicant must show related experience broad enough to serve as a basis for performing the specific duties of the position.
12.4 Documentation

Evidence that the applicant has qualifications equivalent to those on the job announcement shall be of the following:

1. A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution.

2. Publications that show a command of the major or occupation in question.

3. Other work products that show a command of the major or occupation in question.

4. Work experience.

5. Life experience leading to expertise required by the job announcement.

It shall be the responsibility of the applicant to supply the Equivalency Committee with all documentation needed to evaluate equivalency.

12.5 Report of the Equivalency Committee

The Equivalency Committee will report its findings as “1” or “2” below to the Human Resources Department:

1. “The candidate meets the minimum qualifications through Equivalency”, OR

2. “The candidate does not meet the minimum qualifications through Equivalency.”

The Dean of Human Resources will make recommend to the Chancellor for his/her final approval.

13. Confidentiality

13.1. Individuals serving on Search Committees shall sign confidentiality agreements prior to committee service. Confidentiality should be maintained prior to, during, and following the recruitment process.

13.2. The hiring process includes the recruitment process; development of interests, screening criteria, and interview questions; the paper screening of the applicants; and interviewing and subsequent discussion of the candidates.
13.3. All written, verbal, and electronic records and information regarding the hiring process are confidential prior to, during, and following the interview process.

13.4. For all Search Committee members, confidentiality through the process, from the development of an announcement to the final hiring action by the Board of Trustees and beyond, is essential to maintain the integrity of the hiring process.

14. **Review**

These procedures will be reviewed at least every three years to ensure consistency with applicable requirements and District needs.
APPENDIX A
COMPOSITION OF HIRING COMMITTEES

This Appendix can be revised by the Chancellor.

All Search Committees shall have three administrators, except exempt positions, and one student.

Exempt positions shall be appointed by the Chancellor.

**Educational Administrators**
Vice Chancellors: 3 administrators; 2 faculty; 1 classified; 1 student
Associate Vice Chancellors: 3 administrators; 2 faculty; 1 classified; 1 student
Deans: 3 administrators; 2 faculty; 1 classified; 1 student
Associate Deans: 3 administrators; 2 faculty; 1 classified; 1 student
Assistant Director/Director: 3 administrators; 2 faculty; 1 classified; 1 student

**Classified Administrators**
Vice Chancellors: 3 administrators; 1 faculty; 2 classified; 1 student
Associate Vice Chancellors: 3 administrators; 1 faculty; 2 classified; 1 student
Deans: 3 administrators; 1 faculty; 2 classified; 1 student
Associate Deans: 3 administrators; 1 faculty; 2 classified; 1 student
Assistant Director/Director: 3 administrators; 1 faculty; 2 classified; 1 student
CITY COLLEGE OF SAN FRANCISCO

FACULTY HIRING PROCEDURES

I. PHILOSOPHY

It is the philosophy of the San Francisco Community College District that hiring procedures and guidelines be established to provide for a faculty of highly qualified people who are:

a) highly proficient (or knowledgeable) in their disciplines;
b) skilled in serving the needs of a varied student population as teachers, counselors, librarians and in various other instructional and student services capacities;
c) able to foster overall institutional goals; and
d) sensitive to the diversity of the work force of the state of California, including diversity in ethnicity, culture, sexual orientation, and gender.

The faculty, represented by the Academic Senate, has an inherent professional responsibility for the development and implementation of procedures governing the hiring process in order to ensure the quality of the future faculty and to seek a faculty which is culturally balanced and representative of the state's diversity.

II. AFFIRMATIVE ACTION PROCEDURES

The Affirmative Action Plan adopted by the Board of Trustees provides a process to ensure that Search Committee members as agents of the Board are knowledgeable about and committed to Affirmative Action and Equal Opportunity Employment. It is desirable to have as broad a representation on a Search Committee as possible.

All members must be provided training and orientation in:

a) basic hiring procedures, including writing a job analysis
b) fair employment practices and procedures,
c) equal opportunity and non-discrimination, and
d) relevant sections of the collective bargaining agreement.

Training should also include the affirmative action goals and timetables for the discipline or area for which the hiring is to take place. This is necessary to assure greater success in reaching these goals. The Affirmative Action Officer shall be responsible for monitoring all proceedings related to hiring, pursuant to Title 5.
III. THE HIRING PROCEDURES

A. FULL-TIME FACULTY

1. Position Request

The Department/Discipline Chair\(^1\) shall submit a request, accompanied by a justification, for any new or replacement positions needed to the appropriate Vice Chancellor. Notification shall be sent to those administrative personnel who have purview over the Department/Discipline.

When requests for positions are considered at the Vice Chancellor's level, three (3) faculty members appointed by the Academic Senate will attend.\(^2\) Senate members appointed to this committee should rotate in order to reflect the diversity of programs. The Vice Chancellor, three (3) appropriate administrators and the Academic Senate appointed faculty will vote on which departments will receive the position(s) requested. No full-time faculty positions will be announced unless they have been agreed to by this committee.

The Vice Chancellor of Instruction or the Vice Chancellor of Student Services will inform Department Chairs of the status of their requests by May first for interviews to be conducted the following Spring, and by November first for interviews to be conducted the following Fall. If a request is granted, a Search Committee will be formed and a job announcement will be written. All screening and interviewing will take place during the academic year according to the Time Frame which follows in section I. No hiring of full-time faculty is to take place during the Summer.

2. Search Committee

Each department shall develop regular, democratic procedures for forming Search Committees. Upon notification of approval of a

\(^1\) Until a new organizational structure is adopted in the various campuses (formerly known as Centers), a request may be generated by any combination of the following: program supervisors, program faculty, discipline committee, program administrators.

\(^2\) Until the merger of the two Academic Senates is complete, there shall be an interim procedure where two (2) members from each Academic Senate will be chosen. The Committee will then be composed of four (4) faculty members, the Vice Chancellor and three (3) other administrators.
position the Department Chair\(^3\) will follow this established procedure to form a Search Committee (monitored by Academic Senate). At the first meeting of the committee, the voting members shall select their chairperson.

Until the faculties of the various campuses are fully integrated into organizational structures with elected chairs, hiring committees in the non-credit division will be formed according to the procedure already established.\(^4\)

The Search Committee will consist of a minimum of four (4) faculty members of the department who will be tenured faculty whenever possible. The backgrounds of the members of the Search Committee should reflect the diversity, range of interests, philosophies, and programs in the department. The composition of the committee should, as far as possible, be consistent with Federal and State guidelines on race and sex. Whenever possible, members of protected groups shall be included in the Committee, and it is recommended that the Committee reflect the diversity of the student population, the work force, and the groups named in the non-discrimination statement.

No Search Committee shall consist of all men or all women or be all of the same ethnicity. At least 40% of the committee shall be members of the under-represented groups identified in the District's Affirmative Action Plan (Alaskan/Native American, Asian/Pacific Islander, Black, Chicano/Hispanic, Women). The Department Chair can ask faculty members from related departments or other colleges, part timers, administrators, counselors, or persons from industry to serve on the Search Committee in order to satisfy this requirement. When an individual serves on a Search Committee outside his or her own department, that individual may not serve on any other Search Committee outside his or her department for a period of two (2) years.

\(^3\) Until the organizational structure of the District is formalized, "Department Head" will be assumed to be synonymous with Discipline Chair, program supervisor, or other appropriate faculty overseer of a program area.

\(^4\) The Academic Senate, through Faculty Council Presidents and Discipline Committee chairs, shall issue a call for volunteers to serve on Search Committees. From these names, a list shall be drawn up at random by the Academic Senate Executive Council at the beginning of each academic year. When Search Committee members are needed, their names shall be taken in order from the list. Faculty members selected should be from the discipline in question and should, whenever possible, reflect the diversity of the District, as noted above. All non-credit faculty members who serve on Search Committees will receive release time, in accordance with past practice.*
In the case of small departments, members of the Search Committee may be selected from related departments. Both the Chair of the related department and the individual faculty member(s) selected must agree to this selection. Only faculty not currently applying for positions may be considered for committee membership.

3. Development of the Job Announcement

The appropriate Vice Chancellor or designee and the Affirmative Action Officer or designee will hold a general orientation meeting with the Search Committees to discuss the hiring procedures and the aims, goals and legal responsibilities of the College. The aims, goals, and legal responsibilities will have been forwarded to the Chairperson of the committee before this meeting.

The Search Committee will develop the Job Announcement. Under the section titled "Minimum Qualifications: (required)", the minimum qualifications agreed to by the Academic Senate and the Board of Trustees will be listed and shall include both an understanding of and sensitivity to the diverse academic, socio-economic, cultural, disabled, sexual orientation, and ethnic backgrounds of California Community College students. The minimum qualifications adopted may be higher, but may not be lower, than those mandated by the State. When local academic qualifications exceed those of the State, only the local Minimum Qualifications shall be listed. Any specific qualifications that will be considered must be included in the job announcement.

The job announcement will inform the candidates that if they are in the top-ranked group of candidates, their references and, current and former employers will be checked. Salary information will be supplied by the appropriate Vice Chancellor or designee. The job announcement will be reviewed and certified by the Affirmative Action Officer to ensure conformity with affirmative action and nondiscrimination commitments prior to being posted.

Any changes to be made in the job announcement must be approved by the Search Committee.

The Personnel Department will be responsible for conducting publicity in compliance with existing legal regulations and practices. The job announcement must be widely advertised at least 45 days prior to the close of applications. Appropriate publications, including the college newsletter(s) and those recommended by the department, shall be utilized. Advertisements should be placed in relevant major newspapers, professional journals and regular issues of major community and ethnic newspapers. Departments are encouraged to recruit candidates and will receive copies of the job announcement for distribution. The Personnel Office will provide a toll-free telephone number containing all relevant information pertaining to job openings.
The collective bargaining agent will be notified of all approved positions.

All reasonable efforts shall be made by the Affirmative Action Office and the administration to recruit a diverse pool of applicants to satisfy the District's Affirmative Action requirements. The Board of Trustees must ensure that salaries, fringe benefits and working conditions are competitive to attract the pool of applicants required.*

The approval of open positions and initiation of the hiring process should take place early enough in the academic year for effective recruitment and for the undertaking of all procedures in a thorough, thoughtful and timely manner. "Timely" means that the hiring process should take place between the beginning of Fall semester and the end of the Spring semester when all parties can be notified.

The application deadline and the candidate interview portions of the hiring process shall not take place between the end of the Spring semester and the beginning of Fall semester, nor during vacation breaks, except for emergencies where agreed upon by the representatives of the department.

4. Receipt of Applications

All applications, supporting papers, and letters will be sent to the Personnel Office. Within five (5) working days after the close of application, the Personnel Office will forward to the Equivalency Committee the files of those applicants who claim to have the equivalent of the minimum qualifications listed on the job announcement.

Within five (5) working days, the Equivalency Committee will decide on these claims and return all files to the Personnel Office with a report on each file indicating whether the applicant does or does not have qualifications equivalent to the minimum qualifications stated on the job announcement. The files of applicants who meet minimum qualifications and applicants whose claims of equivalence have been approved will be forwarded to the Search Committee.

5. The Equivalency Committee

The Equivalency Committee will have three (3) members chosen by the Academic Senate for three-year terms, with a maximum of two (2) consecutive terms. After a faculty member has served as an Academic Senate appointee on this committee, he/she may not serve as a standing member for six (6) years.

To ensure memory of past practices, only one (1) member of the initial committee will be appointed for a three-year term. A second member will be chosen for a two-year term, and a third
member will be chosen for a one-year term. The Senate appointments should ensure a diversity of opinions. Appointments should rotate to ensure, over time, representation of all segments of the college community.

When a determination of equivalence with reference to a particular job is made, two (2) members of the department/discipline which is doing the hiring and an invited administrator will meet with the three-person standing committee to review the claims of equivalence. The two (2) faculty members shall not also be on the Search Committee. The five (5) faculty members shall form the voting body of the committee. The Affirmative Action Officer, or an appropriate designee, may also sit as a nonvoting member of this committee.

6. Preliminary Screening

The Search Committee will select those applicants to be interviewed who best meet the qualifications listed in the job announcement. It is recommended that whenever possible, the committee interview a minimum of six (6) applicants or twice the number of openings (whichever is larger). Interviews will be scheduled by the Chair of the Search Committee.

Applicants not selected will be notified promptly in writing by the Personnel Office in consultation with the Search Committee. Such letters must be sent by the Personnel Office within ten (10) school days after notification by the committees.

The names of the applicants not selected, and the reasons for their non-selection, will be assembled in compliance with Federal and State regulations and submitted with all personnel data to the Personnel Office after the screening process is completed. The Personnel Office will keep these records for five (5) years.

7. The Interview

The Chairperson of the Search Committee will arrange for the interviews according to a predetermined departmental procedure.

The candidates who are to be interviewed shall be given a copy of the procedure. This procedure may include inviting faculty, students, or administrators to attend the interviews in a nonvoting capacity. Teaching demonstrations, or other appropriate demonstrations for counselors and librarians, may also be required by the procedure.

Within a particular Search Committee, the interviewers must agree upon and use the same criteria for evaluation. All candidates shall be subject to the same procedures and questions, but follow-up questions are allowed. It is the committee's responsibility to abide by the instructions of Assembly Bill 1725, fair employment
practices and procedures, equal opportunity and non-discrimination, and relevant sections of the collective bargaining agreement.

8. **Ranking of Candidates**

The Search Committee will rank all candidates interviewed. The ranking will be in accord with the contract between the District and Local 2121 of the American Federation of Teachers, particularly Article 12.* To vote and participate in final deliberations, a Search Committee member must have been present at all interviews of the candidates. Reference checks will be conducted by members of the Search Committee on the top three or four ranked candidates. After these checks have been made, the committee may vote to rank the top candidates again.

Once the top ranked candidate(s) have been selected by the Search Committee, the Committee will meet with the Chancellor to discuss its choice. It is the responsibility of the Search Committee to ensure that the Chancellor is fully informed about how and why a particular individual(s) was selected over all the other applicants. A written record of the reasons for selection will be kept by the Personnel Office.

The Committee may forward one (1) to three (3) unranked names for consideration by the Chancellor.* If one name is forwarded, the candidate will be offered the position with the understanding that the Board must act on the appointment. If the candidate does not accept the position within five (5) working days, the Committee may select the next ranked candidate or may choose not to hire. With every rejection of a job offer by a candidate, the committee may select the next ranked candidate or choose not to hire.

In the unlikely event that the Board of Trustees does not act on the candidate whose name was placed on the agenda, the Chancellor will provide the Search Committee, in writing, specific reasons for the Board's rejection of the candidate. The Search Committee will then meet with the Chancellor for clarification and either resubmit the same name, recommend another candidate, or decide not to hire.

If the Committee forwards more than one name for the Chancellor's consideration, the Chancellor shall recommend a name for Board of Trustees consideration or may decline to advance a name.*

9. **Time Frame**

For hiring for faculty positions to start in a particular year \((x)\), the following must be done by May 1 of the previous year \((x - 1)\). In the following example, year \(x\) is arbitrarily set at 2001.

**May 1, year \(x-1\) (2000)**

Decisions made about faculty positions open for hiring in Fall of year \(x\) (2001)
October 1, year x-1 (2000):  
Job announcements fully completed, ready for national publications etc. All information relative to faculty openings and deadlines available on a toll-free number listed on all job announcements.

January 15, year x (2001):  
Applications close, but individual departments may close applications later. In all cases, there must be a definite closing date. If any departments need to extend the deadline, this information must be available on the toll-free number listed on the job announcement; and a statement that the deadline may, in some cases be extended, must also be listed on the job announcement.

March 1, year x (2001):  
Start of interview period. Individual departments may start interviews later.

April Board Agenda, year x (2001):  
Candidates listed.

May Board Agenda, year x (2001):  
Candidates listed for departments following a later schedule.

In general, hiring should be done for the candidate to start at the beginning of the academic year. The following timeline would be used for the exceptional case of hiring to start in Spring semester: Hiring for Spring year y + 1 (2002):

November 1, year y-1 (2000) replaces May 1, year x-1  
April 1, year y (2001) replaces October 1, year x-1  
September 1, year y (2001) replaces March 1, year x  
October agenda, year y (2001) replaces April agenda, year x  
November agenda, year y (2001) replaces May agenda, year x
B. HIRING PROCEDURES FOR PART-TIME FACULTY

1. PART-TIME HIRING STANDARDS

All faculty hired for part-time positions in a department will be subject to the same standards required of full-time faculty in that department.

2. PART-TIME HIRING PROCEDURE

a. Continuing Part-Time Faculty

The hiring of continuing part-time faculty is the responsibility of the Department Chair, subject to the provisions of the contract between the College and the American Federation of Teachers, Local 2121.*

b. New Part-time Faculty

The Department Chair decides if new part-time faculty are needed in the department. The Chair then checks with the Dean to ensure that the provisions of AB 1725 concerning the ratio of full-time to part-time faculty are being observed.

The hiring procedures are the same as those for a full-time position from the point in the full-time procedure where the Search Committee is formed to the point where the candidates are ranked. It will then be the duty of the Search Committee to select the number of individuals, in order of their ranking, that the Committee wishes to place in the Department's part-time hiring pool.

When a position is open, the Department Chair must offer positions to individuals in the pool in order of their ranking. Except in the special cases described below, a new pool cannot be started until all the individuals in the old pool have been offered positions, or will be offered positions, or three years have elapsed, whichever comes first. Once applicants are hired for a part-time position, their names are removed from the pool. The listing will be maintained by the Personnel Office and the Department.

3. Special Cases

When a Department needs an individual to fill a position but there is no one in the pool who is qualified to fill that position and insufficient time to go through the above procedure, the Department Chair can do the hiring individually or with a small committee. Individuals hired this way must go through the standard hiring procedure for part-time hiring when a part-time Search Committee is formed.
When no individual in an existing pool is qualified for a unique position in the department and there is time to start a new pool, then a new pool which will replace the old pool can be started.

Individuals in the old pool are automatically in the new pool. New individuals in this pool, except for the individual qualified for the unique position, will be ranked below individuals in the previous pool.

These procedures are considered special, and are to be used only when absolutely necessary.
IV. EQUIVALENCY PROCEDURES

A. GENERAL STATEMENT

The purpose of the equivalency process is to assure that the hiring procedures are open to applicants who can provide evidence that they have education and experience at least as good as what is required by the minimum qualifications defined by state law and by approved local qualifications. Such applicants deserve careful consideration even if their degrees have different names or if they acquired their qualifications by a route other than a conventional one.

B. THE WORK OF THE EQUIVALENCY COMMITTEE

It will be the duty of the Equivalency Committee to consider applicants on a case by case basis to determine if those applicants do indeed have qualifications that are equivalent to those stated on the job announcement. The committee will keep accurate records of its deliberations and decisions and ensure uniformity within and between all cases.

The person who claims to have equivalent qualifications will have to provide evidence as clear and reliable as college transcripts and work experience being submitted by the other candidates, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. Specifically, the one making the claim must provide evidence in regard to each of the following:

1. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding for each of the following as separate and distinct criteria:
   a. The general education required for that degree, and
   b. The major or specialized courses required for that degree.

   An applicant who does not provide sufficient evidence, in the judgement of the committee, in regard to either a) or b) does not possess the equivalent of the degree in question.

2. For establishing the equivalent of required experience, possession of thorough and broad skill and knowledge for each of the following criteria:
   a. Mastery of the skills of the vocation sufficient to serve as a basis for teaching the other courses within the discipline.
   b. Extensive knowledge of the working environment of the vocation.

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An applicant who does not provide sufficient evidence, in the
judgement of the committee, in regard to either a) or b) does
not possess the equivalent of the experience in question.

C. EVIDENCE

Evidence that the applicant has qualifications equivalent to those
on the job announcement shall be:

1. A transcript(s) showing that appropriate courses were
   successfully completed at an accredited college or
   appropriate foreign institution.

2. Publications that show a command of the major in
   question, the general education of the candidate, or his
   or her writing skills.

3. Other work products that show a command of the major or
   occupation in question.

4. Work experience.

5. Life experience leading to expertise in a specific
   academic discipline.

It shall be the responsibility of the applicant to supply all
documentation needed to evaluate equivalency.

D. REPORT OF THE EQUIVALENCY COMMITTEE

The Equivalency Committee will report its findings to the
Personnel Office only in the following form:

1. The applicant meets the minimum qualifications through
   equivalency; OR
2. The applicant does not meet the minimum qualifications
   through equivalency.

E. REVIEW

It is recommended that at the end of each year or at least at the
end of every two years all individuals who served on equivalency
committees meet to discuss the process. The aim should be to gain
uniformity from year to year and from applicant to applicant. It
is assumed that the equivalency procedures detailed in this
document will be updated to reflect the knowledge gained from the
work of these committees.
V. COMPLIANCE*

The Academic Senate shall have responsibility for monitoring and ruling on the compliance of all parties involved with the screening process (excluding Affirmative Action violations). Violations of the established procedure alleged by Senate members or Administrators will be reported to the Academic Senate President. After investigation, the Academic Senate President may report to the Board of Trustees.*

All pertinent provisions contained in the District's collective bargaining contract shall be observed. The District's agreement to these procedures is subject to fulfillment of the District's obligation to meet and negotiate with AFT Local 2121 over all matters subject to negotiations under Government Code, Section 3543.2, including those items marked herein with an asterisk (*).

VI. REVIEW AND REVISION

This hiring policy and its procedures are subject to review and revision at the request of either the Academic Senate or the Board of Trustees or its representatives. Such revised policy or procedures shall be mutually agreed upon by representatives of the Board of Trustees, and the Academic Senate, and approved by the Board of Trustees, before it replaces the previously agreed upon hiring policy or procedures. Both the Academic Senate and the Board of Trustees pledge to resolve problems by mutual agreement so that an orderly hiring process may proceed for the succeeding academic years.

Adopted by:

ACADEMIC SENATE (Credit)  (Signed) Steve Levinson, President

ACADEMIC SENATE (Non-Credit) (Signed) Laraine Koffman, President

BOARD OF TRUSTEES  (Signed) Mabel Teng, President

Date adopted:  June 27, 1991
Part-Time Faculty Employment Policy and Hiring Procedures
B. HIRING PROCEDURES FOR PART-TIME FACULTY

1. PART-TIME HIRING STANDARDS

All faculty hired for part-time positions in a department will be subject to the same standards required of full-time faculty in that department.

2. PART-TIME HIRING PROCEDURE

a. Continuing Part-Time Faculty

The hiring of continuing part-time faculty is the responsibility of the Department Chair, subject to the provisions of the contract between the College and the American Federation of Teachers, Local 2121.*

b. New Part-time Faculty

The Department Chair decides if new part-time faculty are needed in the department. The Chair then checks with the Dean to ensure that the provisions of AB 1725 concerning the ratio of full-time to part-time faculty are being observed.

The hiring procedures are the same as those for a full-time position from the point in the full-time procedure where the Search Committee is formed to the point where the candidates are ranked. It will then be the duty of the Search Committee to select the number of individuals, in order of their ranking, that the Committee wishes to place in the Department's part-time hiring pool.

When a position is open, the Department Chair must offer positions to individuals in the pool in order of their ranking. Except in the special cases described below, a new pool cannot be started until all the individuals in the old pool have been offered positions, or will be offered positions, or three years have elapsed, whichever comes first. Once applicants are hired for a part-time position, their names are removed from the pool. The listing will be maintained by the Personnel Office and the Department.

3. Special Cases

When a Department needs an individual to fill a position but there is no one in the pool who is qualified to fill that position and insufficient time to go through the above procedure, the Department Chair can do the hiring individually or with a small committee. Individuals hired this way must go through the standard hiring procedure for part-time hiring when a part-time Search Committee is formed.
Guidelines for Emergency Part-Time Hires
EMERGENCY HIRE PROCEDURE
(for Part-Time Only)

1. Department Chair/Coordinator contacts the Human Resources Department, Academic Hiring Unit at 241-2246 to inform of the need for an “Emergency Hire Request Form” (see attached).

2. Department Chair/Coordinator completes the “Emergency Hire Request Form” and forwards it to the appropriate Dean for signature. The new hire’s resume and official transcript (with appropriate degree posted on it) must be attached to the form.

3. Department Chair/Coordinator or Dean forwards the completed “Emergency Hire Request Form” with the attachments to the appropriate Vice Chancellor for approval/signature.

4. Vice Chancellor’s office forwards the completed “Emergency Hire Request Form” with the attachments to the Academic Hiring Unit at Human Resources Department, 33 Gough Street.

5. The Academic Hiring Unit will verify the minimum qualification(s) for the appropriate subject area(s) are met and will obtain approval from Clara Starr, Dean of Human Resources.

6. A copy of the approved “Emergency Hire Request Form” is sent back to the Department Chair/Coordinator and the Dean.

7. Department Chair/Coordinator informs the emergency hire person to contact Stephanie Duncan at 415-241-2305 to initiate the hiring process (which includes: obtaining a new hire packet, making an appointment with Stephanie for submittal and completion of necessary paperwork, etc.).
EMERGENCY HIRE REQUEST FORM

(Part-Time Faculty Only)

Department: ____________________________ Assignment: __________/________
Semester year

Discipline: _____________________________________________________________________

Name of Emergency Hire (if known): _______________________________________________

Reason for request: _____________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

NOTE: Please attach a resume and an official transcript with appropriate degree posted on it.

I understand that this is an Emergency Hire authorized under Section III, B.3. Special Cases of the District policy on Hiring Procedure for Part-Time Faculty. I further understand that this assignment is for one semester only and I MUST convene a screening and interviewing committee to create a part-time pool before the end of this semester.

____________________________________________  _________________________
Signature of Department Chairperson/Coordinator             Date

____________________________________________  _________________________
Signature of Dean                 Date

____________________________________________  _________________________
Signature of Vice Chancellor of Academic Affairs OR  
Vice Chancellor of Student Development             Date

Forward this Emergency Hire Request Form directly to the Director of Human Resources Department after it is signed by the appropriate department chair, dean, AND Vice Chancellor.

____  Approved

____  Not Approved. Reasons(s): _________________________________________________
_______________________________________________________________________________

___________________________________________   ________________________
Clara Starr                     Date
Director, Human Resources
Classified Hiring Process
Welcome to the 2009/2010 Academic Year! Hopefully you’ve had a chance to settle in.

To support you in having a successful school year, we are providing you with reference information to aid you in the Classified hiring process.

We are also excited to introduce you to our new automated online applicant tracking system. This new system will be used for all Classified hiring. Please look over the attached introductory materials and begin to familiarize yourself with our new system.

For smooth processing of your Classified hiring request, please remember the following three (3) TIPS = (To Insure Prompt Service) when preparing a request:

ONE
Contact Human Resources for assistance
Classified Unit Supervisor – Lisa Daniels

TWO
Secure all approvals before submitting request to Budget Office

THREE
Do not send Form 3’s to HR without budget approval
Budget Office contact – Joselito (Lito Bonifacio)

Please note that while there is not much hiring anticipated this fiscal year, we strongly encourage you to familiarize yourself with the new system so that you are ready when recruitment and hiring picks up.

Thank you and have a great year!
CLASSIFIED POSITION HIRING PROCESS 09-10

Dept. needs to fill a classified position. → Department completes Form 3 completely and secures approvals → Dept. attaches VDDFOSNI Banner report (if position is replacement) and job description to Form 3 and forwards documents to Business Office. → Form 3 goes to Business Office to verify funding of position. Upon verification, Form 3 returns to HR for scheduling VRC review. → Vacancy Review Committee (VRC) reviews position request. VRC typically meets once every one or two months, but schedule varies depending upon committee availability.

Once VRC approves position, HR works on the position with Dept., drafting Job Announcement on online applicant tracking system, obtaining Dept. signoff, and then posting position. → Internal Announcement

If approval is not obtained, Form 3 is returned to Dept. → If Dept requests a hold or delay in posting, Form 3 will be returned to Dept.

External Announcement
Position is posted on CCSF's job website and open externally for recruitment. Announcement open for approximately 14 days. Upon close, HR reviews completed applications online to check MQs. Qualified candidates are moved forward to Department for consideration. Recruitment process is handled differently depending on whether recruitment is through public posting, applicant registry, or eligible list.

Temporary positions go directly to external posting, open to public. Upon close of announcement (approx 14 days), HR reviews MQs and forwards qualified applicants to Dept. for consideration.

Position goes to external posting, open to public. Upon close of announcement (approx 14 days), HR reviews MQs and forwards qualified applicants to Dept. for consideration.

Permanent position, HR requests registry list from DHR. Upon receipt of registry list, HR sends out invitations to all people on list to apply online for position. Applicants checked by HR for MQs, forwarded to Dept.

HR contacts DHR and advises DHR of Department's choice. DHR must give authorization to proceed with hire.

HR requests referral (eligible list resulting from an Exam) from DHR. Applicants invited to apply online for position. Applicants checked by HR for MQs, forwarded to Dept., interviewed, a selection is made, and DHR informed of selection.

HR checks the screening and interview documentation and contacts applicant of choice and confirms applicant's interest and intent to accept position.

Once DHR authorization received, HR notifies Department and applicant, confirms start date, and proceeds with processing applicant into position. Position is filled and Form 3 is filed.

September 2, 2009
Temporary or grant-funded employees whose appointments are continued on an annual basis.

Department completes Form 3 and submits to Budget office.

Budget office reviews. Approval required for continuation of process.

Approved Form 3 is forwarded to HR for processing.

HR Dept. updates employee in BANNER system to ensure employment is extended as indicated.

*Approximate timeline for HR process: 2 - 3 working days*
CLASSIFIED HIRING TIMELINES

REPLACEMENT

Vacant position resulting from retirement, resignation, or release.

Department informs HR immediately upon employee notification of resignation/retirement. Department completes and submits Form 3 and job description to Budget office.

Budget office reviews. Approval required for continuation of process.

After Budget office approves, hiring request goes to Vacancy Review Committee (VRC) for approval.

Upon VRC approval, HR submits a requisition request to Civil Service. Approval process for new requisition. Approximately 5 working days.

*Upon approval of new requisition, HR prepares and posts an internal job announcement (open to CCSF employees within the same classification). Approximately 14 working days.

If Department does not make a selection from internal candidate pool, HR prepares and posts external job announcement (open to all qualified candidates). **Approximately 2.5 weeks.

HR performs minimum qualifications (MQ) review. Minimum 3 working days.

Screened applicants folder released to Department for actual selection and interview. Approximately 10-15 working days.

Dept Hiring Committee Chair returns all applications to HR with selection indicated. HR forwards selected applicant information to Civil Service for approval and confirmation. Approximately 5 working days.

Upon Civil Service approval, HR proceeds to perform appointment processing, BANNER processing, and submitting Form 3 and corresponding documents to Payroll for processing.

*Internal job announcement process not necessary for temporary positions or in situations where internal pool is very limited.

**Pool of qualified candidates may be sourced from an eligible list, a registry list, or open-to-public posting, depending on available civil service resources for specific classifications.

Rev. Sep. 2009
CLASSIFIED HIRING TIMELINES

CHANGE

Change in work hours or calendar days
(between 20-40 hours/week.)

Department completes and
submits Form 3 and job
description to Budget office for
funds verification.

HR performs minimum
qualifications (MQ) review.
Minimum 3 working days.

Budget office reviews. Approval
required for continuation of
process.

Screened applicants folder released
to Department for actual selection
and interview. Approximately 10-15
working days.

After Budget office approves, hiring
request goes to Vacancy Review
Committee (VRC) for notification.

Dept Hiring Committee Chair returns
all applications to HR with selection
indicated. HR forwards selected
applicant information to Civil Service
for approval and confirmation.
Approximately 5 working days.

If position changes from part-time to
full-time or school-term-only to full-
year, HR submits a requisition
request to Civil Service. Approval
process for new requisition:
Approximately 5 working days.

Upon Civil Service approval, HR
proceeds to perform appointment
processing, BANNER processing,
and submitting Form 3 and
corresponding documents to Payroll
for processing.

*Internal job announcement process not
necessary for temporary positions or in situations
where internal pool is very limited.

Rev. Sep. 2009
CLASSIFIED HIRING TIMELINES
NEW

Department completes Form 3 and Job Analysis Questionnaire (JAQ) and submits all documents to Budget for review.

Budget approved. Budget Office moves Form 3, job description, and JAQ to HR for Vacancy Review Committee (VRC) approval. (Committee meets once every 1 to 2 months.)

VRC approved, HR forwards JAQ to DHR for review and approval. Minimum 2 weeks. Upon DHR approval, HR submits a requisition request to DHR. Approval process for new requisition: Approximately 5 working days.

*Upon approval of new requisition, HR prepares and posts an internal job announcement (open to CCSF employees within the same classification). Approximately 14 working days.

If Department does not make a selection from internal candidate pool, HR prepares and posts external job announcement (open to all qualified candidates). ** Approximately 2.5 weeks.

HR performs minimum qualifications (MQ) review. Minimum 3 working days.

Screened applicants folder released to Department for actual selection and interview. Approximately 10-15 working days.

Dept Hiring Committee Chair returns all applications to HR with selection indicated. HR forwards selected applicant information to Civil Service for approval and confirmation. Approximately 5 working days.

Upon Civil Service approval, HR proceeds to perform appointment processing. BANNER processing, and submitting Form 3 and corresponding documents to Payroll for processing.

*Internal job announcement process not necessary for temporary positions or in situations where internal pool is very limited.

**Pool of qualified candidates may be sourced from an eligible list, a registry list, or open-to-public posting, depending on available civil service resources for specific classifications.

Rev. Sep. 2009