District Hiring Procedures
Administrative Hiring Procedures
ADDITION 10/20/00
DATE: October 26, 2000

TO: Board of Trustees

FROM: Dr, Philip R. Day, Jr., Chancellor

SUBJECT: Administrative Hiring Procedures
Amending the Hiring Procedures For Administrators on
A One-Time Basis for the Position – Associate Dean,
Student Activities
(Resolution No. 001026-S6)

BACKGROUND INFORMATION:

The Board of Trustees adopted hiring procedures for administrators on March 30, 1992 by Resolution 920330-S1. Technically, that 1992 adoption applied only to four administrative positions. Thus the Board subsequently adopted Resolution 960425-S2 which authorized the use of procedures for administrative hiring that substantially complied with the procedures which were the subject of Resolution 920330-S1.

The Chancellor has reviewed these administrative hiring procedures in light of the impending voluntary departure of the incumbent Associate Dean, Student Activities and the necessity of initiating the hiring procedures to fill that upcoming vacancy. The Associated Students have met with the Chancellor requesting that the Search/Hiring Committee be expanded to include two student members. The Chancellor has met with the Academic Senate, which has concurred in augmenting the Search/Hiring committee for this specific position and search/hiring process only. Thus the composition of this committee would go from three administrators, four faculty, and two classified employees to three administrators, four faculty, two classified employees, and two students. The students would be selected by the Associated Students’ Executive Board. All other provisions of the procedures would be unchanged.

RECOMMENDATION:

RESOLVED: That the Board of Trustees of the SFCCD hereby authorizes the amending of the Administrative Hiring Procedures, adopted by Resolutions 920330-S1 and 960425-S2, as outlined in the attachment where deletions are indicated by strikeout and additions are indicated by bold italics, and

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BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR
FURTHER BE IT RESOLVED: That this amendment be solely for the position of Associate Dean, Student Activities, and only for this hiring round, and

FURTHER BE IT RESOLVED: That after the departure of the current incumbent in the position of Associate Dean, Student Activities and the successful selection and actual service of a successor in the position, the Administrative Hiring Procedures shall revert back to those Procedures in place immediately prior to the adoption of this Resolution 001026-S6.

Ronald Lee, Originator
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 College with administrators who can lead, organize, facilitate, plan, and supervise; who understand the needs of faculty and the learning process; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues. Administrators who are hired must be individuals who are sympathetic and sensitive to the racial and cultural diversity in the college, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations served by our community college.
1.2 The State minimum qualifications and City College's local qualifications for administrators should help to ensure that the college 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 administration, and who understand the needs of the faculty and the learning process.
1.3 An educational administrator is one who works in the Office of Instruction or Office of Student Services. All administrators in the Office of Instruction must have in addition to State minimum qualifications the local minimum qualification 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 Nothing in this document shall limit the rights and responsibilities of the Board of Trustees as provided by law.
1.5 Nothing in this document shall be interpreted to limit the rights, duties and responsibilities of the District Affirmative Action Officer.
1.6 These procedures shall be interpreted so as to be in full conformity with applicable law.
1.7 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; also does not apply to exempt employees.
2. Request for Position
When a new or replacement position is desired, the administration shall consult with Senate and Classified representatives. After the Budget and Planning Committee determines the availability of funds in the Budget, a request accompanied by a justification and a job description, should be sent to the Executive Council of the Academic Senate. The Executive Council of the Academic Senate shall be empowered to make its own recommendations on the request and job description. If the Senate and Administration cannot agree on the request or job description, it shall be sent to the Chancellor for final determination.¹

3. Development of the Job Announcement.
3.1 After the Executive Council has reviewed the job description and a Search Committee is formed, the job announcement is written by the Search Committee and the Vice Chancellor (or designee) for the area which has requested the position. If the position is for a Vice Chancellor, the Chancellor (or designee) will write the job announcement. In all cases, a consultative process involving several meetings of representatives of the Search Committee and administration must take place to determine the requirements necessary for the particular position. After these discussions the announcement and a copy of the complete job description will be reviewed by the Affirmative Action Officer to ensure conformity with the community college affirmative action and nondiscrimination commitments. Before any changes are made in the announcement they must be approved by at least five voting members of the Search Committee.²
3.2 The job announcement will inform the candidates that their references may be checked 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 Personnel Office. Within eight working ³ days after the close of applications, the Personnel Office will forward to the Equivalency Committee the files of applicants who claim they have

¹. This section will not apply for Spring 1992.
². For Spring 1992 only the job descriptions and announcements will be reviewed by RISC and not by the procedure outlined in section 3.1.
³. Working days are days when the College Administrative offices are open.
qualifications equivalent to those stated in the job announcement. After eight faculty working days the Equivalency Committee will inform the Personnel Office which applicants meet qualifications through Equivalency. The Personnel Office will maintain records of all equivalency decisions.

4.2 The Affirmative Action Officer will review the pool of applicants for conformity with the District Affirmative Action Plan.

4.3. The Personnel Office will send all files to the Search Committee except those which did not qualify under the equivalency process. The Search Committee shall receive all files of all applicants at the same time.

5. Search Committee

5.1 The Search Committee will consist of 9 11 members: three administrators, and a total of six faculty and classified staff as outlined in the agreement in Appendix A, and two students.

5.2. The faculty shall be selected by the Academic Senate, the classified staff by the College chapter of U.P.E. 790, and the administrators by the Chancellor, and the students by the Executive Board of the Associated Students.

5.3 The Affirmative Action Officer (or representative), who is a nonvoting member, will monitor all proceedings of the screening process.

5.4 Whenever possible, the committee shall include members of historically underrepresented groups.

5.5 All members of the Committee shall be provided training in the District Affirmative Action and Staff Diversity Plan, as well as screening and interviewing procedures of the District.

5.6 The initial meeting of the Committee will be arranged by Administration.

5.7 The Search Committee shall elect its own Chair, who shall be one of the voting members of the 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 Personnel Office after the screening procedure is completed. Applicants who were not selected shall be so notified by the
Personnel Office. The Personnel Office 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 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 City College of San Francisco will hire administrators who can lead, organize, plan, and supervise; who understand the needs of faculty and the learning process; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues.

7.3 The Search Committee will forward only candidates who demonstrate the abilities and qualities listed in the job announcement including, but not limited to:
   a. ability to communicate successfully facts and ideas of some complexity both in writing and in public speaking.
   b. ability to make sound decisions in a timely manner.
   c. ability to identify problems, to take initiative in solving them, and to carry through the required actions to completion.
   d. ability to develop consensus through collegial consultation.
   e. ability to work successfully with persons of various racial and ethnic backgrounds and of diverse sexual orientations.

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

8. Ranking of Candidates

8.1 The Committee will rank all the candidates interviewed. Only those members of the Committee who have attended all interviews will be allowed to participate in the discussion and to vote and recommend candidates.

8.2 The top candidates will have their references checked by members of the Committee. It is recommended that two members (one of whom should be an administrator) conduct all checks with one member asking set questions and the other taking notes on the answers to the questions. A joint statement from these two individuals could then be given to the Search Committee. After these checks are completed the Committee may vote to rank the top candidates again.
8.3 The names of the top two or three ranked candidates will be sent to the Chancellor unranked.

9. Final Selection
9.1 The Chancellor and Vice Chancellors (or Vice Chancellor's designee), the Chair of the Search Committee and the Affirmative Action Office (or designee) will be present for the final interviews for the position.
9.2 If the position is for a Vice Chancellor, then the final selection committee will consist of the Chancellor, the Chair of the Search Committee and the other Vice Chancellors.
9.3 At the Chancellor's discretion, other appropriate parties may be present for the interviews.
9.4 The interview questions must be the same for all candidates, but some follow-up questions for clarification are in order.
9.5 The Chancellor will then select an individual for the position and request the Personnel Office to place the name of the individual on the Board of Trustees Agenda.
9.6 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 closed session materials.

10. Special Cases
10.1 If the Chancellor rejects all candidates forwarded, written notice must be given to the Search Committee with reasons for rejection and the Affirmative Action Officer must be informed. At its own discretion, the Committee may then send up another name or may start the hiring process over.
10.2 If the Board of Trustees does not hire the individual selected by the Chancellor, the Chancellor may either ask the Search Committee for more names or start the hiring process over again. If the Chancellor asks the Committee for more names, the Committee will use its own discretion in deciding whether or not to provide additional names.

4. See Retreat Rights Procedures.
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 in consultation with the Executive Council of the Academic Senate. No administrative position can have a replacement for more than one year except by mutual agreement between the Chancellor and the Executive Council. Otherwise, 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.
11.3 No College administrative hiring will be done outside the academic year except in cases the Board and Senate identify as an emergency situation.
11.4 Except as noted in this section, no administrators below the Chancellor can be employed by the College if they have not gone through the above hiring procedure.

12. Equivalency Procedures
12.1 The Equivalency Committee for educational administrators will consist of two administrators and two faculty. For non-educational administrators, the committee will include two administrators, one faculty member and one classified staff appointee. 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 The faculty members of the committee will be appointed by the Academic Senate, the classified staff by the college chapter of U.P.E. 790, and the administrators by the Chancellor.
12.3 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 Committee will keep accurate records of their deliberations and decisions and insure uniformity within and between all cases.
12.4 An applicant who claims to be qualified through equivalency must demonstrate that he or she has qualifications equivalent to those specified. The applicant who

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5. This sentence does not apply for spring 1992.
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 and 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.

12.5 Documentation
Evidence that the applicant has qualifications equivalent to those on the job
announcement shall be of the following:
   a. A transcript showing that appropriate courses were successfully completed
      at an accredited college or appropriate foreign institution;
   b. Publications that show a command of the major in question, the general
      education of the candidate, or his or her writing skill;
   c. Other work products that show a command of the major or occupation in
      question.
   d. Work experience
   e. Life experience leading to expertise required by the job announcement.
      It shall be the responsibility of the applicant to supply the Committee with all
documentation needed to evaluate equivalency.

12.6. Report of the Equivalency Committee
The Equivalency Committee will report its findings to the Personnel Office only in the
form:
   a. "The candidate meets the minimum qualifications through Equivalency" or
   b. "The candidate does not meet the minimum qualifications through
      Equivalency."
APPENDIX A

COMPOSITION OF HIRING AND EVALUATION COMMITTEES

This Appendix can be revised by agreement between the Board, Senate and Classified Staff. All Committees shall have three Administrators except exempt positions.

Chancellor's Office
Exempt positions shall be evaluated by the Chancellor.

Student Services
Vice Chanc. -- 3 faculty, 3 classified
Admiss. and Rec. -- 2 faculty, 4 classified
Financial Aid -- 2 faculty, 4 classified
Dean of Students -- 4 faculty, 2 classified
Associate Dean of Students (Temporary) -- 4 faculty, 2 classified
Associate Dean of Student Activities -- 4 faculty, 2 classified, 2 students
Dean of Matric. and Counseling -- 4 faculty, 2 classified
Assoc. Dean Spec Programs -- 4 faculty, 2 classified
Dean of Student Services -- (1 position) 3 faculty, 3 classified
Associate Dean of Admissions and Records for Non-Credit -- 2 faculty, 4 classified

Office of Instruction
Vice Chancellor -- 5 faculty, 1 classified
Contract Ed./Community Services -- 4 faculty, 2 classified
Library Services -- 3 faculty, 3 classified
Dean of Vocational Education -- 4 faculty, 2 classified
All other deans (10 positions) -- 4 faculty, 2 classified

Office of Administration
Vice Chancellor -- 3 faculty, 3 classified
Dir. Personnel -- 3 faculty, 3 classified
Assoc. Dir. Cert. Emp. -- 4 faculty, 2 classified
Dir. Emp Relations -- 3 faculty, 3 classified
Director Operations -- 3 faculty, 3 classified
Assoc. Dir. Custodial Serv. -- 2 faculty, 4 classified
Campus Deans (6 positions) -- 3 faculty, 3 classified
Dir. Admin Services 3 -- faculty, 3 classified
Dir. Budget -- 3 faculty, 3 classified
V.C. for Research Planning and Development -- 4 faculty, 2 classified
Inst. Development -- 4 faculty, 2 classified
Research and Planning -- 3 faculty, 3 classified
Assoc. Dir. Info Services (1 position) -- 2 faculty, 4 classified
Faculty Hiring Procedures
CITY COLLEGE OF SAN FRANCISCO
HUMAN RESOURCES DEPARTMENT

FACULTY HIRING PROCESS OUTLINE

1. CREATING A JOB POSTING (Job Announcement)

A. Department identifies need for a position.

B. Department requests a position from the Faculty Position Allocation Committee (FPAC). The FPAC and Budget & Planning Committee (BPC) determine the approval of position requests. The approved requesting departments are informed to contact HR to start the hiring process.

C. The Search Committee is formed (through a democratic process) and selects a Chair. The Committee members’ names are sent to the Human Resources Department for approval (ensuring appropriate number, diversity, etc.). Committee members must attend a hiring procedures orientation/training that includes the District Hiring Procedures, Affirmative Action regulations, and Article 12 (Upgrading) provisions. The orientation is conducted by the Human Resources Department and Affirmative Action Office in consultation with Employee Relations.

D. Once the departments contact HR, the job posting draft is created online (PeopleAdmin Applicant Tracking System) and the Search Chair is notified when the draft is ready for review. An email containing log in instructions to the online hiring system is sent to the Search Chair. Upon logging in, the Search Chair may view a list of the posting(s) designated for review.

E. The Job posting is also reviewed by the Associate Dean of Affirmative Action Office, and appropriate Dean for revisions. As a courtesy, the job posting is also reviewed by the Vice Chancellor and Academic Senate.

F. Human Resources Department posts the final version of the job posting. Recruitment of applicants and advertising begin at this point through the job posting deadline.

G. The paper screening criteria/rating sheet, interview questions, and teaching demonstration criteria are prepared by the Search Committee. The paper screening criteria/rating sheet, interview questions, and teaching demonstration criteria must be approved by the Human Resources Department ‘first’ before applications can be evaluated.
2. SELECTING CANDIDATE

NOTE: All communication with applicants transpires as email correspondence via the online applicant system.

A. The Human Resources Department receives the job applicants’ documents via the online system and reviews for minimum qualification(s) and completeness.

B. In consultation with the Search Chair, applicants that do not possess the minimum qualifications will be rejected by the Human Resources Department before the paper screening process starts. If the applicant requests for an equivalency review, the application is forwarded to the Equivalency Committee for appropriate prompt action.

C. The Affirmative Action Office checks the applicant pool and could possibly extend application deadline, if necessary.

D. If the applicant pool is acceptable, the applications are released via the online system to the Search Committee for action. The Affirmative Action Monitor is involved from this point forward.

E. The Search Committee conducts the paper screening process via the online system and selects the applicants for interview. Prior to contacting the candidates for interview, the names of the successful candidates, individual rating sheets, paper screening rating summary, and specific reasons for rejection are returned to the Human Resources Department for certification of the process (mathematical calculations, proper selection of the appropriate candidates, etc.).

F. The Human Resources Department informs the Search Committee Chair that the paper screening process has been certified. The Search Committee Chair proceeds to contact the successful applicants for interview. The Human Resources informs the unsuccessful applicants.
3. Interview

A. The Search Committee conducts interviews and selects final candidates. (Affirmative Action Monitor must present at all interviews.)

B. Search Committee Chair checks final candidate’s references. Committee reconvenes and submits 1-3 unranked names.

C. After the interview, all documents including the interview questions are returned to the Human Resources Department for certification. All documents including: individual interview rating sheets, interview rating summary, specific reasons for rejection, and the names of the top one to three candidates recommended. The Human Resources informs the unsuccessful applicants.

D. The Human Resources Department informs the Search Committee Chair that the interview process has been certified. The Search Committee Chair proceeds to contact the successful applicants for final interview.

E. Search Committee Chair sets interview appointment with Chancellor. (The Chancellor may invite anyone to attend this meeting.)

F. The Chancellor interviews (with the Search Committee Chair, Vice Chancellor, and Affirmative Action Monitor) the top candidate(s) recommended.

G. The Chancellor will submit the appropriate paperwork of the candidate selected to the Human Resources Department for appropriate action.

H. The Human Resources Department notifies the unsuccessful candidate(s).

I. The Chancellor submits the name of the recommended candidate to the Board of Trustees for approval.
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

b) 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

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\(^1\) 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.
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
Classified Hiring Process
DATE: September 14, 2009

TO: Administrators
Deans / Department Chairs / Coordinators
Managers / Supervisors

FROM: Clara Starr
Human Resources Department

RE: 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.**

Dept. attaches VDDPOSN1 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 requests. VRC typically meets once every one or two months, but schedule varies depending upon committee availability.**

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**If approval is not obtained, Form 3 is returned to Dept.**

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**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.**

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**Internal Announcement**

If applicable, position is opened to CCSF employees within the same classification only. Approximately 10-day open period. HR closes position and evaluates applicants' minimum qualifications (MQs). Qualified candidates are moved forward to Department for consideration. If no selection is made, announcement moves to posting.

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**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 applicants 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.

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**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.

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**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.**

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**Department conducts screening, interviews, and checks references. Department informs HR of choice of applicant and forwards screening and interview documentation to HR.**

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

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

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**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.**

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September 2, 2009
CLASSIFIED HIRING TIMELINES

CONTINUING EMPLOYEE

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

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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.

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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.

Budget office reviews. Approval required for continuation of process.

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

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

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.

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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.

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