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4 **ACADEMIC EMPLOYEES, NON-MANAGEMENT**

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6 **HIRING OF FULL-TIME FACULTY**  
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8 The San Bernardino Community College District seeks a qualified and diverse administration,  
9 faculty, and staff dedicated to student success. The District is committed to an open and inclusive  
10 hiring process that supports the goals of equal opportunity and diversity, providing equal  
11 consideration and opportunities for all qualified candidates. The goal of every hiring process is to  
12 select the qualified candidate who best meets the needs of our students.  
13

14 The faculty, staff, and administration recognize the importance of an effective hiring process that  
15 reflects mutual professional responsibility and interest in achieving the common goal of hiring  
16 outstanding faculty that will enhance the learning experience for all students and fulfill the mission  
17 and goals of the College and the District.  
18

19 Hiring faculty, classified staff, and administrators is accomplished through selection committees,  
20 which produce a recommendation of a final candidate from the President, or other appropriate  
21 administrator, to the Chancellor to recommend to the Board for employment.  
22

23 **HIRING QUALIFICATIONS**

24 **Minimum Qualifications**

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27 The San Bernardino Community College District has established the following hiring qualifications  
28 for all faculty positions:  
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- 30 1. Demonstrated sensitivity to, understanding of and respect for the diverse academic,  
31 socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds  
32 of community college students.  
33
- 34 2. The Minimum Qualifications adopted by the Board of Governors for California Community  
35 Colleges or possession of a valid and appropriate California Community College  
36 Credential as provided in Education Code 87355.  
37
- 38 3. All applicants will be provided the opportunity to have equivalent qualifications reviewed  
39 and considered for meeting minimum qualifications.  
40

41 **Application Procedure**

- 42  
43 1. The Human Resources Office will determine which applicants meet minimum  
44 qualifications as set forth in the job announcement based on information provided on the  
45 official application for employment and verified by copies of transcripts provided by the  
46 applicant. Applicants not having minimum qualifications but requesting consideration of  
47 equivalent qualifications will be separated from those determined to meet minimum  
48 qualifications. If there is any discrepancy between the established minimum  
49 qualifications and the qualifications presented by an applicant as meeting minimum  
50 qualifications, that applicant's file will be grouped with the applications requesting  
51 consideration of equivalent qualifications. Applicant groups for equivalency review will  
52 have their qualifications evaluated by the Equivalency Committee, in accordance with the  
53 Equivalency Policy and Procedures.  
54
- 55 2. The files of all applicants who meet minimum qualifications or who have had equivalent  
56 qualifications determined by the Equivalency Committee will be reviewed by the

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

63

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

72

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

79

#### 80 **Desirable Qualifications:**

81

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

85

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

89

#### 90 **Establishing Minimum and Desirable Qualifications**

91

92 1. The minimum and desirable qualifications will be identified by discipline faculty in  
93 consultation with the Division/Department Dean or other appropriate administrator and  
94 included in an initial draft. When no full-time faculty member currently teaches the  
95 discipline, at least two full-time faculty in a reasonably related discipline will draft the  
96 desirable qualifications in consultation with the Division/Department Dean or appropriate  
97 administrator.

97

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

107

#### 108 **PROCEDURES**

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

112

### 113 **Establishing the Position**

114

115 Any request to fill new or vacant positions must be processed through the appropriate Manager  
116 and the Human Resources Office, and must receive approval by the Chancellor before any  
117 position announcement is made.

118

119 1. Faculty positions are identified by a process established by each College and  
120 Fiscal Services.

121

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

123

124 3. Human Resources receives the Staffing Requisition approved by the Chancellor  
125 and begins the search process.

126

### 127 **Position Announcement**

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

134

135 Job announcements shall clearly state job specifications setting forth the minimum and  
136 desired qualifications for the position. Job announcements including any "desired"  
137 qualifications beyond the minimums shall be reviewed by Human Resources before the  
138 position is announced to ensure conformity with the guidelines of the Board of Governors  
139 for the California Community Colleges, the requirements of Title 5 and State and  
140 Federal non-discrimination laws.

141

142 2. Position announcements will include the following sections:

143

144 Position Title

145

146 Application Deadline

147

148 Introduction: A brief description of the position and the relationship of the position to  
149 college offerings and activities.

150

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

156

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

159

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

161

162 • A brief description of the primary responsibilities (e.g. Faculty will teach to the outline  
163 of record for the specific assignment and maintain a current syllabus).

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

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

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- Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
- A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
- A description of any other duties unique to the position.
- Closing date and address for submission of application materials.

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

Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee.

The application process will include the following:

- An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
- A Letter of Application (A cover letter indicating explicitly how each of the minimum qualifications are met.)
- Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
- A curriculum vitae or resume.
- When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).
- When appropriate, verification of "professional experience" as articulated in the minimum and desirable qualifications.

When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videotapes, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

Selection Process: A brief description of the selection process including:

- The review by a selection committee to select candidates for interviews
- An interview of candidates by the selection committee of faculty, administration, academic senate representatives and other appropriate district personnel
- An interview of finalists by the President or designee
- Final recommendation to the Board of Trustees by the Chancellor of the District
- A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, role playing, sample assignments, a questionnaire)

• Notice to All Candidates:

- The requirements of the Immigration Reform and Control Act of 1987
- Initial assignment information
- Reasonable accommodation notice:  
*If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering*

221 *questions or other test taking procedures. If you believe you may need reasonable*  
222 *accommodation to perform any of these tasks, need to inquire as to the specific*  
223 *nature of the tasks, or to assure physical access to the interview site, please contact*  
224 *the Office of Human Resources at (909) 382-4040 and ask for the individual*  
225 *responsible for the scheduling and monitoring of employment interviews.*

226  
227 Statement of Equal Employment Opportunity including reference to “encouraging  
228 applications from underrepresented minorities and the disabled.”

- 229  
230 3. The Vice Chancellor of Human Resources & Employee Relations or designee will review  
231 the draft of the job announcement for the potential for adverse impact pursuant to  
232 provisions in #2 of “Establishing Minimum and Desirable Qualifications.”  
233  
234 4. The final draft of the job announcement will be reviewed by the discipline faculty and the  
235 Division Dean or appropriate administrator, and then returned to the Office of Human  
236 Resources.  
237  
238 5. Upon the approval of the final draft of the announcement, the Division/Department Dean  
239 or appropriate administrator for the position will set a tentative timetable for the hiring  
240 process (e.g. Selection committee orientation/training, application review) in consultation  
241 with the discipline faculty, the Vice Chancellor of Human Resources & Employee  
242 Relations or designee and the appropriate Vice President.  
243

#### 244 **Applications**

245  
246 Human Resources accepts applications and supplemental materials until 4:30 pm on the closing  
247 date.  
248

249 Human Resources will review the composition of the applicant pool to ensure that any failure to  
250 obtain projected representation for any monitored group is not due to discriminatory recruitment  
251 procedures. If necessary to establish an adequate and representative pool, the application  
252 closing date shall be extended and additional recruitment shall be conducted. (A “monitored  
253 group” means those groups identified by state and federal regulations for which monitoring and  
254 reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be  
255 afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable,  
256 his or her disability.) After the pool is approved, all complete applications will be forwarded to the  
257 Selection Committee for consideration.  
258

#### 259 **Recruitment and Advertising**

260  
261 Faculty positions are advertised for a minimum of thirty (30) days.  
262

263 Any ads placed in publications will contain the statement “An Equal Opportunity Employer.”  
264

265 New faculty will be recruited by means of wide dissemination of job announcements, with special efforts  
266 to contact referral sources for underrepresented minorities, persons with disabilities, and women. This  
267 dissemination will be the responsibility of the Office of Human Resources  
268

269 A complete record will be maintained of all efforts to disseminate information and the response regarding  
270 the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment  
271 sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of  
272 applicants.  
273

274 Notification of position openings will be mailed to colleges, universities, and organizations  
275 committed to providing equal employment opportunities to a wide range of applicants. In addition,  
276 positions are advertised locally and in professional journals and related publications when

277 appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended  
278 by the appropriate Division/Department Dean or a Vice President.

279

## 280 **SELECTION COMMITTEE**

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### 282 **Membership**

283

284 Selection committees for faculty positions will be established and convened by the  
285 Division/Department Dean or other appropriate administrator or his/her designee.

286

287 • The Division/Department Dean or appropriate administrator for the position will consult  
288 with the faculty in the discipline covered by the job announcement to formulate a  
289 preliminary list of candidates to serve as selection committee members. If no full-time  
290 faculty currently teaches in the discipline, the Division/Department Dean or appropriate  
291 administrator will consult with at least two full-time faculty in reasonably related  
292 disciplines.

293

294 • The President of the Academic Senate, after consultation with faculty in the discipline of  
295 the position and with the appropriate Division Dean, will appoint the faculty to serve on  
296 the selection committee.

297

298 Membership on all selection committees is confidential.

299

300 • An Equal Opportunity Representative from outside of the department/program shall be  
301 appointed to the Committee by the Vice Chancellor of Human Resources and Employee  
302 Relations or his/her designee. The Equal Opportunity Representative is a non-voting  
303 member.

304

305 • The Committee should also include representation from those employees or employee  
306 groups who are served by or otherwise interact with the position. If a classified employee  
307 is selected to serve on the committee, the President of CSEA *will* provide the names of  
308 individuals nominated to serve as the representative from the Senate. The hiring  
309 supervisor will select appropriate committee member(s) from those nominees.

310

311 • The Search Committee should normally have no fewer than five (5) and no more than  
312 nine (9) members.

313

314 • A majority of the membership of the selection committee shall be faculty.

315

316 • Every Selection Committee will include the Division/Department Dean or appropriate  
317 administrator or their designee

318

319 • The chair of the Committee will be chosen by a majority vote of the committee.

320

321 • When possible, every effort will be made, within the limits allowed by federal and state law, to  
322 ensure selection/screening committees include a diverse membership, which will bring a variety  
323 of perspectives to the assessment of application qualifications. Selection/screening committees  
324 will be encouraged to include members from monitored groups.

325

326 • The supervising administrator on the Committee will provide clerical/technical support and  
327 coordination

328

329 If unusual circumstances prevent the formation of a Selection Committee as described herein, the  
330 Division/Department Dean or appropriate administrator for the position will consult with the Vice  
331 Chancellor of Human Resources and Employee Relations or designee to determine a reasonable

332 representation. However, the final composition of the Selection committee shall remain  
333 confidential.

334

335 The Selection committee membership list will be forwarded to the Vice Chancellor of Human  
336 Resources and Employee Relations or designee for review. If the Vice Chancellor of Human  
337 Resources and Employee Relations or designee has concerns about the membership list relative  
338 to the representation requirements set forth in this regulation, that officer will recommend  
339 changes to the Division/Department Dean or appropriate administrator. It will be the responsibility  
340 of the Division/Department Dean or appropriate administrator to communicate the resolution of  
341 any concerns to the individual(s) in question. The Human Resources Generalist will be copied on  
342 all membership lists.

343

#### 344 **Training**

345

346 All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and  
347 the employment process for each Committee on which they serve. Such training will be provided  
348 by the Office of Human Resources at the first meeting of the Committee. It is the responsibility of  
349 the Chair to insure that each Committee member receives the required training that includes:

350

- 351 • Discussion of District commitment to equal opportunity, diversity, and student success
- 352 • The search and selection process
- 353 • Role of the Selection Committee
- 354 • Development of selection criteria
- 355 • Writing effective interview questions
- 356 • Role of the Equal Opportunity Representative
- 357 • Confidentiality

358

#### 359 **Responsibilities of the Selection Committee**

360

361 Members of the Search Committee have the following responsibilities:

362

- 363 1. Participate fully in all selection committee meetings.
- 364
- 365 2. Disclose personal relationships with or knowledge of or potential conflict of interest  
366 regarding any applicant.

367

368 The relative or spouse or registered domestic partner of an applicant will not serve on a  
369 selection committee for which a relative/spouse/registered domestic partner is a  
370 candidate. For the purpose of this regulation, a relative is the mother, father, grandfather,  
371 grandmother, grandchild, son, daughter, son-in-law, daughter-in-law, brother, brother-in-  
372 law, sister, sister-in-law, niece, or nephew of the committee member. It is the  
373 responsibility of the committee member to notify the committee if it is not immediately  
374 clear that a candidate is a relative.

375

- 376 3. Review the Administrative Regulations for hiring full-time faculty
- 377
- 378 4. Review the position announcement.
- 379
- 380 5. Identify selection criteria based on the minimum and desired qualifications for the  
381 position. Selection criteria will include an evaluation of the extent to which applicants  
382 explicitly demonstrate sensitivity to and understanding of, the diverse academic,  
383 socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds  
384 of community college students.

385

386 6. Develop job related interview questions designed to distinguish candidates who will best  
387 meet the needs of the students, the department/division, the College, and the District as  
388 well as criteria by which to evaluate applicant responses. Interview questions will be  
389 forwarded from the chair of the committee to the Equal Opportunity Representative. In  
390 the interest of confidentiality, interview questions will not be forwarded to all committee  
391 members via e-mail. All interview questions will be returned to the Office of Human  
392 Resources.

393  
394 All questions will be reviewed and approved by the Vice Chancellor of Human Resources  
395 and Employee Relations or designee.

396 Interview questions are confidential and will not be shared outside of the committee.  
397

398 7. Determine whether to require candidates to perform a skills test or make a presentation  
399 in addition to responding to interview questions. When appropriate, such demonstrations  
400 should reflect the candidate's ability to work effectively in a diverse community college  
401 environment. Criteria for evaluating and weighting work examples, such as writing  
402 samples, role play, or teaching demonstrations, will be established by the selection  
403 committee prior to interviewing the candidates.

404 8. Screen all applications to select candidates for interview. Establish an interview schedule  
405 that accommodates all committee members' schedules including the Equal Opportunity  
406 Representative.

407  
408 9. Interview all selected candidates using only the questions previously agreed upon by the  
409 committee members. Follow-up questions may be used if they are based directly on a  
410 candidate's response to a question, if they are not leading, if they do not seek information  
411 outside of the scope of the established hiring criteria, if they do not impinge on the  
412 candidate's interview time, and if they are not in violation of equal opportunity guidelines.  
413 Refer to Appendix D-II for guidelines on follow-up questions.  
414

415 10. Recommend no more than three candidates for selection to the College President or  
416 his/her designee. (In the event that the Selection Committee is recommending candidates  
417 for more than one position in a particular discipline, the committee will recommend no  
418 more than three names for each position to the College President or his/her designee.)  
419

420 11. Fill out evaluation forms on all interviewees.  
421

422 12. Maintain confidentiality of the interviews as well as evaluative comments made during  
423 the selection process. Such information may be shared only with members of the Search  
424 Committee and the College President or his/her designee. Confidentiality must be  
425 maintained permanently. Each member of the committee will receive and agree to abide  
426 by the statement of guiding principles as noted in Appendix A.  
427

428 If a committee member is found to have violated confidentiality or engaged in any misconduct,  
429 that committee member may be prevented from serving on future selection committees.

430 Depending on the level and seriousness of the misconduct, the committee member may also be  
431 subject to disciplinary action.  
432

### 433 **Selection & Application Screening Criteria**

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435 Selection criteria and interview questions must be approved by the Equal Opportunity  
436 Representative before the Selection Committee can access the applications. Selection criteria  
437 must be job related and are developed from the position description and the qualifications and  
438 requirements listed in the position announcement. Selection criteria help members to review each  
439 application objectively. The selection criteria must be listed on an appropriate selection form that

440 must be used by each member of the Committee. Each Committee member must participate in  
441 the selection process.

442  
443 After all applications have been reviewed by all committee members, the Selection Committee  
444 will determine which applicants shall be invited for an interview based on the established criteria.  
445 The Committee selects applicants to interview who will best meet the needs of the students, the  
446 division, and the College. The committees will consider the special needs of the  
447 division/department/program and the student population to be served in the selection of  
448 candidates.

449 The Committee will determine the number of candidates they wish to interview based on the pool  
450 of applicants and the apparent strengths and weaknesses of the candidates. Ideally, no fewer  
451 than (3) three candidates will be invited for interview. Each committee member will name by  
452 number the candidate or candidates he or she chooses. If more candidates are selected than the  
453 number determined for interview, the committee would discuss until consensus is reached on the  
454 highest three.

455  
456 The Equal Opportunity Representative reviews the pool selected for interview to ensure that no  
457 selection or selection criteria has adversely affected any monitored group. The Equal Opportunity  
458 Representative may recommend that additional candidates be interviewed or that further  
459 recruitment be initiated before proceeding.

460  
461 Applications of those candidates who are not to be interviewed shall be filed in the Office of  
462 Human Resources.

#### 463 Interviews

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466 Interviews are scheduled by the Human Resources Generalist. Each candidate must be provided  
467 the same interview information and offered a choice of interview times whenever possible.

468  
469 Each member of the Search Committee must be present for all interviews. If a member misses an  
470 interview, that committee member is removed from the Search Committee.

471  
472 Each member of the Committee documents the interview in a format agreed upon by the  
473 Committee.

474  
475 The Selection Committee will interview all candidates using the list of questions formulated by  
476 the Committee. Appropriate job related "follow-up" questions that focus on the intent of the  
477 question or appropriate information in the initial response may be included in the interview so long  
478 as (1) they are based directly on the candidate's response to a question, (2) do not seek  
479 information outside of the scope of the established hiring criteria, (3) are not in violation of Equal  
480 Employment Opportunity guidelines and (4) do not exceed or truncate the time allotted for the  
481 interview. See Appendix D-II for guidelines on follow-up questions.

482  
483 Each candidate will be asked the same questions, in the same way, for a fair and consistent basis  
484 in decision-making.

485  
486 After interviews are completed, members of the selection committee discuss and evaluate the  
487 qualifications of the candidates including how candidates will meet the needs of a diverse student  
488 population. Consensus will be achieved in the same way as during the individual assessment.  
489 No discussion will occur until all candidates have been interviewed. If consensus is not possible,  
490 the Chair may request a vote or a prioritization by each selection committee member. Each  
491 selection committee member will have equal voting privileges. The committee chair will be  
492 responsible for documentation if less than three candidates are forwarded to the next level.

493

494 The Search Committee recommends no more than three (3) candidates, unranked, to the College  
495 President or his/her designee for second-level interview. Selection of the successful candidate  
496 will not be made by the committee.  
497

498 The Equal Opportunity Representative reviews the selected candidate(s) to determine whether  
499 any selection criteria or procedures used in the interview phase has had an adverse impact on  
500 any monitored group. If the Equal Opportunity Representative believes that adverse impact  
501 exists, he/she shall consult with the committee Chair, and the Vice Chancellor of Human  
502 Resources and Employee Relations or his/her designee to determine whether additional steps  
503 should be taken to ensure equal employment opportunity.  
504

505 If, after the interviews, in consultation with the Vice Chancellor of Human Resources and  
506 Employee Relations or designee, the Search Committee is not satisfied with the interviewed  
507 candidates, the Committee may:  
508

- 509 • Review the applicant pool to ensure that qualified applicants have not been overlooked;
- 510 • On those positions that are opened until filled, request to have any additional complete  
511 applications that have been submitted since the first review date forwarded for selection;
- 512 • Request that Human Resources contact applicants with incomplete applications to  
513 request the missing application materials; or
- 514 • Extend or re-open the search.  
515

516 Immediately following the interviews, the Committee Chair returns all the selection and interview  
517 forms and all other non-finalist application materials to Human Resources.  
518

### 519 **Selection**

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521 The Committee Chair shall review with the College President or his or her designee the  
522 Committee's recommendation of candidates using a summary signed by each Committee  
523 member  
524

### 525 **Second-Level Interview Procedures.**

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527 Second level interviews will be conducted on all finalists by the College President or his/her  
528 designee with the academic senate president or his/her designee acting in an advisory capacity.  
529 In the case of the District office, second level interviews will be conducted by the appropriate  
530 administrator.  
531

532 Following second level interviews, the College President or appropriate administrator may elect  
533 one of the following:  
534

- 535 1. Select one of the finalists.
- 536
- 537 2. Review the applicant pool to ensure that qualified applicants have not been overlooked;
- 538
- 539 3. Extend or reopen the search.  
540

### 541 **Reference Checking**

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543 Reference checks are made by the Office of Human Resources upon the recommendation of the  
544 selected candidates by the Committee, and must be completed before a recommendation of  
545 employment is made to the Board of Trustees.  
546

547 Reference checks must be completed in accordance with the policies and principles of equal  
548 opportunity. Reference information must be held in strict confidence.  
549

550 **Final Selection and Eligibility List**

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552 The appropriate administrator will make the final decision on the candidates and notify the Human  
553 Resources Office to forward the selection to the Board of Trustees for approval. Those finalists  
554 not selected will be placed on an eligibility list that will be valid for 90 calendar days following the  
555 date a candidate is selected by the President or other appropriate district manager. In the event a  
556 vacancy occurs for the same position, the President or appropriate administrator will conduct  
557 second-level interviews from those individuals on the eligibility list.

558

559 The Human Resources Generalist will contact the successful candidate to make a provisional  
560 offer of employment, contingent upon passing reference checks and Board approval.

561

562 The Human Resources Generalist will conduct all reference checks.

563

564 Once the successful candidate has been hired and Board-approved, the unsuccessful candidates  
565 will be notified by letter that they were not selected.

566

567 During the lifetime of the selection committee, all applications for positions will be kept on file at a secure  
568 location at the hiring site and will be available to members of the committee for study.

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572 Submitted: 4/12/07

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603 Approved: January, 1990

604 **APPENDIX A**

605 **FACULTY HIRING PROCEDURES**

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608 **GUIDING PRINCIPLES**  
609 **SELECTION COMMITTEE MEMBERS**

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610

Each committee member agrees to act in the best interest of the College and the District in selecting a candidate who best meets the needs of the diverse students we serve.

612

613

Each committee member understands that search and selection is a confidential process subject to laws and regulations on privacy and access (Title 5, California Code of Regulations, Section 53023(a); California Government Code, Section 6254).

616

617

Specifically, each member agrees not to discuss or in any way release information to any non-authorized person regarding:

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620

1. Written materials turned in by the applicant or evaluations made by the committee members about applicants;

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622

2. Oral discussions by or about applicants or committee members during or following the interview process; and

623

624

3. Any other information that relates to the search and selection process including the names of applicants.

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Each committee member agrees that if he or she is approached by any non-authorized person to discuss any of the above, the member is to refer the individual to the Office of Human Resources.

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Each committee member understands that failure to maintain confidentiality will not only jeopardize the search and selection process but could also result in a violation of Federal or State regulations and incur liability on behalf of the District. It is also understood that even the perception that confidentiality has been breached may jeopardize the hiring process. Therefore, each committee member agrees to call to the attention of the Vice Chancellor of Human Resources and Employee Relations or designee, any action which might be interpreted as a breach of confidentiality.

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Each committee member agrees to comply with Equal Opportunity policies and procedures assuring compliance with the hiring process as outlined in the District's hiring policy and procedures.

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Each committee member agrees to operate in an objective and unbiased manner throughout the process and understands that any compromise in objectivity or demonstration of unlawful bias may threaten the process.

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Each committee member understands that the process may be stopped at any time based on perceived discrimination against one or more candidates, or if deviation from District procedures has occurred.

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**APPENDIX B**  
**FACULTY HIRING PROCEDURES**  
**ROLES AND RESPONSIBILITIES**

**B-I – ROLES AND RESPONSIBILITIES:  
SELECTION TRAINING CERTIFICATION**

To accommodate the various needs of search committee training, the Director of Human Resources shall be responsible for providing training certification.

**B-II - ROLES AND RESPONSIBILITIES:  
SELECTION COMMITTEE**

**GOAL:** *Selection of the qualified applicant who best meets the needs of the students, the division, and the college.*

Identify Selection Criteria

- Review the Position Announcement.
- Include extent to which applicants have and demonstrate sensitivity to diversity as expressed on the application.
- Agree on selection criteria evaluation "tool."
- Be sure that criteria can be screened on paper.
- Every committee member must screen.

Develop Job Related Questions

- Review position requirements/responsibilities.
- Decide what you want to know, why you want to know it, and what would constitute an acceptable response.
- Have a variety of questions - basic information/knowledge, situational, how-to, role-play, etc.
- Incorporate diversity inquiries throughout the interview; include specific questions regarding contributions to/participation in/experience with meeting the needs of a diverse student population as it relates to the position. Determine whether to include a demonstration and/or a written question.
- Determine what weight in the overall selection process will be given to a demonstration and/or written question
- Develop interview evaluation form.

Schedule

- Position closes.
- Committee convenes and establishes selection criteria.
- Applications available.
- Selection dates.
- Meeting date(s) to compose interview questions and select applicants to interview.
- Interview dates.

- 704 • Meeting date to recommend finalists (could follow last interview).  
705  
706

707 Screen Applications  
708

- 709 • Be consistent when reviewing each application.  
710 • Allow enough time to complete the review of all applications.  
711 • Use selection results as a guide to select interviewees.  
712

713 Interview  
714

- 715 • Be clear and consistent.  
716 • Ask job related follow-up questions that focus on the intent of the question or appropriate  
717 information in the initial response.  
718 • Maintain eye contact when appropriate.  
719 • Watch time limit.  
720 • Do not discuss candidates between interviews.  
721 • Use interview and selection information to select finalists.  
722

723 Determine Finalists  
724

- 725 • Evaluate all job related information about the candidates.  
726 • Consider candidates' contributions to/experience in meeting the needs of a diverse  
727 student population.  
728 • Check references.  
729 • Forward finalists to the President or District Administrator  
730

731 *\*Maintain confidentiality throughout the process... and after.*  
732

<b>B-III - ROLES AND RESPONSIBILITIES: COMMITTEE CHAIR</b>
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735  
736 The Division Dean with authority over the discipline of the position will perform the following  
737 tasks:  
738

- 739 1. Confirm any faculty and CSEA member participation with the Academic Senate and  
740 CSEA.  
741  
742 2. Notify members of Committee including the Equal Employment Representative of  
743 meetings.  
744  
745 3. Convene the first committee meeting and conduct an election for committee chair.  
746

747 The Committee Chair will perform the following tasks:  
748

- 749 1. Develop meeting schedule  
750 • Remind Committee members of confidentiality throughout selection process.  
751  
752 2. Finalize selection criteria and interview questions with committee. Coordinate  
753 duplication of selection forms for committee members.  
754  
755 3. Coordinate with Human Resources regarding closing dates/availability of  
756 applications.  
757

- 758 4. Confirm selection location, schedule, and procedures with committee members. Keep  
759 all applications on District premises.  
760  
761 5. Pick up applications and Search Committee materials.  
762  
763 6. Convene Committee to select candidates and schedule interview times. Review  
764 interview questions, interview protocol, and format of interview.  
765  
766 7. Identify special instructions to be given to interviewees.  
767  
768 8. Complete and sign Interview List form; secure signature of the Equal Opportunity  
769 Representative and forward to Human Resources.  
770  
771 9. Meet each interviewee, establish "ground rules" for interview, and conduct  
772 interviews within schedule.  
773  
774 10. Complete Interview Summary Sheet and sign; secure signature of Equal Opportunity  
775 Representative.  
776  
777 11. Develop a written summary that the Chair will use in discussing committee perceptions  
778 with the College President or designee and request each member to sign this document.  
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784 **NOTE**

- 785 • The President's Office prepares a Board Agenda Item and forwards the Board Agenda  
786 Item and backup material to the Administrative Assistant for the Vice Chancellor, Human  
787 Resources and Employee Relations.  
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**B-IV - ROLES AND RESPONSIBILITIES:  
COMMITTEE MEMBER**

1. Attend training for Search Committee. Commit to reaching the broadest pool of potential candidates in order to hire the candidate who will be the greatest asset to students and the campus community.
2. Attend **all** meetings of the Search Committee.
3. Participate in the identification of selection criteria.
4. Assist in development of interview questions and identify appropriate responses.
5. Assist in development of an appropriate teaching or related demonstration and the criteria for evaluation of the demonstration.
6. Screen each application and complete a selection form for each application. Be inclusive rather than exclusive.
7. Participate in all interviews.
8. Contribute to the discussion to evaluate and recommend finalists for the position.
9. Understand and promote the District's commitment to equal opportunity throughout the search process.
10. Do not share personal opinions of applicants and candidates with the Committee.
11. Maintain strict confidentiality throughout the process.

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**B-V - ROLES AND RESPONSIBILITIES:  
EQUAL OPPORTUNITY REPRESENTATIVE**

The Equal Opportunity Representative is a San Bernardino Community College District employee who has been certified to serve as an advocate for fairness and diversity in the employment process. The Equal Opportunity Representative is a "non-voting" member of the search and selection committee with a specific responsibility to:

Advocate

The Equal Opportunity Representative is an advocate for fairness to all candidates in the search and selection process. The advocacy role includes the following responsibilities:

- a. Assist in the development of a recruitment plan to ensure that a comprehensive search is implemented in consultation with the Human Resources Generalist.
- b. Persuade committee members that good hiring practice demands reaching and interviewing the broadest pool of potential candidates and hiring the candidate who will be the greatest asset to students and the campus community.
- c. Ensure that sensitivity to, experience with, and knowledge of a diverse student population is included in the position announcement, selection criteria, and interview questions and is considered in the evaluation of all applicants.

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- d. Advocate for equal assessment and advancement of candidates at each level of the process.
- e. Challenge the committee to evaluate candidates according to their demonstrated ability to respond effectively to such issues of diversity as academic preparation, culture, gender, race, ethnicity, sexual orientation, socioeconomic circumstances, and disability and their demonstrated experience in developing or participating in successful efforts to assist and encourage community college students and others like them in achieving their goals.

Monitor

Ensure that procedures, practices, and criteria are related to the position and are applied fairly and consistently to all applicants.

- a. Observe and evaluate the selection process to ensure that selection criteria are applied fairly to all applications.
- b. Observe and monitor the interview process to ensure that all applicants are treated equally throughout the interview in terms of time allowed, questions asked, respect and responsiveness, etc.
- c. Observe and monitor the discussion of applicants and interviewees to ensure that only job related criteria are considered in determining the selection of finalists.

Interview

- a. Take notes on all interviews.
- b. Keep committee on track and mindful of time constraints.
- c. Advocate for advancing the broadest representation of candidates in the finalist pool.
- d. Advise the committee of cultural differences and how they may affect the interview process.
- e. Respond to questions regarding procedure or appropriateness of follow-up questions or responses provided by applicants.

Review/Report

Review the applicant pool, interview pool, and finalists to ensure that no criteria, procedure, or activity in the process has had an adverse effect on the candidates. Recommend to continue the process, to add applicants to the pool, or to re-open the position.

**APPENDIX C**  
**FACULTY HIRING PROCEDURES**  
**AGENDAS**

<b>C-I – AGENDAS:</b> <b>FIRST MEETING/RECOMMENDED BASIC AGENDA</b>
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1. Introductions
2. Training
  - Commitment to equal opportunity for all qualified applicants
  - Review of search process.
  - Role and Responsibility of the Search Committee.
  - Role and Responsibility of the Equal Opportunity Representative
3. Establish Committee meeting times and timelines of search

The following items can be included in the first meeting or scheduled for another meeting:

- Identification of Selection Criteria and method of evaluation
- Development of interview questions/teaching demonstration and discussion of appropriate responses

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**C-II – AGENDAS:  
SECOND MEETING/RECOMMENDED BASIC AGENDA**

MEETING TO SELECT CANDIDATES FOR INTERVIEW

1. Review selection information.
2. Discuss/evaluate applicants.
3. Identify candidates to interview.
4. Evaluate fairness of the process with Equal Opportunity Representative.
5. Determine dates, times, and place of interviews.
6. Review format of interviews.
7. Review remaining timelines.
8. Other issues.

**C-III – AGENDAS:  
THIRD MEETING/RECOMMENDED BASIC AGENDA**

MEETING TO SELECT FINALISTS

1. Review selection and interview information.
2. Discuss/evaluate candidates including their potential contributions to success of a diverse student population.
3. Select finalists.
4. Evaluate all phases of the process with Equal Opportunity Representative to ensure that all candidates were treated fairly and equally.
5. Other issues.

979 **APPENDIX D**  
980 **FACULTY HIRING PROCEDURES**  
981 **INTERVIEWS**

982 **D-1 – INTERVIEWS –**  
983 **INTERVIEW PREPARATION**

- 984  
985  
986 1. Prior to the interview, make sure that:  
987  
988 a) Seating arrangements are as comfortable as possible.  
989 b) If water is made available to the candidates, the area is maintained.  
990 c) Any accommodations such as overhead or other equipment are available.  
991 d) All committee members are present.  
992 e) Questions have been assigned to specific members and that questions have been  
993 read aloud by the questioner to ensure smooth delivery.  
994 f) Committee members are reminded that questions must be asked the same way for all  
995 candidates.  
996 g) You have arranged appropriate waiting area for candidates. It may be awkward to  
997 have an exiting candidate "bumping into" the next interviewee.  
998  
999 2. Remember that the candidates are undoubtedly experiencing some stress associated  
1000 with the process and many may have never experienced a formal interview of this type.  
1001 Do what is fair and reasonable to make the candidate feel as comfortable as possible  
1002 under the circumstances.  
1003  
1004 3. Remind committee members to remain attentive, avoid distracting behaviors, and to be  
1005 conscious of their body language.  
1006  
1007 4. Avoid any personal conversation irrelevant to the interview, e.g. common acquaintances,  
1008 what is happening at his/her institution.  
1009  
1010 5. Remind committee members that the College/District is "being interviewed" and  
1011 evaluated by the candidate.  
1012  
1013 6. If the process appears to be dragging because of answers or follow-up questions  
1014 which are too long, the Equal Opportunity Representative will gently remind the  
1015 candidate and/or committee member of the time constraints.  
1016  
1017 7. Avoid any discussion of candidates until the designated discussion period.  
1018  
1019 8. Ultimately, the interview process and structure is designed to be fair to all candidates.  
1020  
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1023 **D-II – INTERVIEWS –**  
1024 **GENERAL INTERVIEW QUESTION GUIDELINES**  
1025

- 1026  
1027 1. Make sure that all questions are JOB RELATED.  
1028  
1029 2. Avoid questions which can be answered with simple "Yes or No" responses. Ask "why"  
1030 and "how" questions. Remember: Follow-up questions are permitted. However, leading  
1031 questions are not. Such questions tempt the candidate to slant answers to suit you.  
1032 Your purpose in the interview is to obtain a clear and balanced picture of the candidate's  
1033 qualifications for the job without indicating the responses you hope to hear.

- 1034  
1035 3. Question the purpose of the question. What is it that you need to know and what is the  
1036 best question to ask to get the information? Will the question give you insight into the  
1037 individual's ability to be an effective teacher, lab, technician, secretary--employee? Does  
1038 it provide insight into the candidate's ability to meet the needs of a diverse student  
1039 population?  
1040  
1041 4. Ask the appropriate number of questions for the time period allotted.  
1042  
1043 5. Keep follow-up questions job-related and in line with the time allotted to the entire  
1044 interview. The following are suggested follow-up questions:  
1045

1046 **Acceptable Probes/Follow-up Questions**  
1047

- 1048 Can you clarify that?  
1049 What steps did you take?  
1050 What action did you take?  
1051 What happened after that?  
1052 What did you say?  
1053 How did she/he react?  
1054 How did you handle that?  
1055 What was your reaction?  
1056 How did you feel about that?  
1057 What was the outcome/result?  
1058 Were you happy with that outcome/result?  
1059 What do you wish you had done differently?  
1060 What did you learn from that?  
1061 How did you resolve that?  
1062 Why did you decide to do that?  
1063 What was the outcome of that?  
1064 What was your logic?  
1065 What was your reasoning?  
1066 Where were you when this happened?  
1067 What time was it?  
1068 Who else was involved?  
1069 Tell me more about your interaction with that person.  
1070 What was your role?  
1071 What obstacles did you face?  
1072 What were you thinking at that point?  
1073 Lead me through your decision process.  
1074 How did you prepare for that?  
1075  
1076 NOTE: Use a follow-up only when you need additional job related information, need to  
1077 clarify the information given by the candidate, or think the candidate misunderstood the  
1078 question.  
1079

- 1080  
1081 6. Practice reading the questions aloud to make sure that they make sense to the listener.  
1082  
1083 7. Discuss and agree upon the desirable points to be covered in the answer prior to  
1084 conducting the interview process.  
1085

**D-III – INTERVIEWS:  
INTERVIEW PROTOCOL**

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Candidates will be scheduled to report for their interview early, generally 10-15 minutes prior to their interview, during which time they will be given a list of the interview questions to be reviewed outside of the interview room.

Greet the candidate and escort him/her into the room.

Introduce the candidate to the committee and follow with committee introductions (either chair or self-introductions). Remember that handshaking may or may not be a comfortable exercise given the room layout or the candidate's cultural background. Conclusions about a candidate related to this ritual greeting should be avoided.

Ask the candidate to be seated.

Explain the format of the interview indicating:

- The maximum time allotted for questions/answers; reference (if so, they may not be removed from the room);
- That these are questions given to all candidates but that the candidate should feel free to elaborate if it would be helpful to the committee and that committee members may ask follow-up questions;
- That following (or prior to) the interview, the candidate will be asked to perform a teaching or other demonstration.

Following or prior to the interview, escort the candidate to the demonstration area, indicating the location of the available materials.

Indicate the maximum time allotted for the demonstration/exercise.

Following the demonstration/exercise, escort the candidate back to interview site.

Ask concluding questions, e.g. do you have anything to add or questions of us?

Upon conclusion:

- Thank the candidate for coming.
- Indicate the committee's time frame for making its recommendations to the next decision-maker in the process.
- Make sure that the candidate has not left his/her materials behind or inadvertently picked up the copy of the questions.
- Ask if the candidate needs directions or assistance to return to his/her vehicle.

1135 **HIRING PROCEDURES—PART-TIME FACULTY**

1136  
1137 The San Bernardino Community College District seeks a qualified and diverse administration,  
1138 faculty, and staff dedicated to student success. The District is committed to an open and inclusive  
1139 hiring process that seeks diversity and provides equal consideration and opportunities for all  
1140 qualified candidates. The goal of every hiring process is to select the qualified candidate who best  
1141 meets the needs of our students.

1142  
1143 Part-time faculty is essential to the teaching and learning process at the District. It is critical to  
1144 focus efforts toward the hiring of part-time faculty where equal employment opportunity is no less  
1145 important an issue to consider. It is the goal of the District to maintain an adequate pool of  
1146 qualified candidates in every discipline for part-time teaching positions.

1147  
1148 Efforts aimed at recruiting and hiring part-time faculty must be similar to if not the same as that  
1149 put forth when the opportunity arises to hire contract faculty. Part-time faculty is required to meet  
1150 the same minimum qualifications as contract faculty or deemed equivalent or participate in an  
1151 internship program as per Title 5 Sections 53500-53502.

1152  
1153 **Definition of Part- Time Faculty**

1154 Pursuant to Education Code Section 87482.5, (a) “Notwithstanding any other provision of law,  
1155 any person who is employed to teach adult or community college classes for not more than 60  
1156 percent of the hours per week considered a full-time assignment for regular employees having  
1157 comparable duties shall be classified as a temporary employee, and shall not become a contract  
1158 employee under Section 87604. (b) Service as a substitute on a day-to-day basis by persons  
1159 employed under this section shall not be used for purposes of calculating eligibility for contract or  
1160 regular status”.

1161  
1162 **Recruitment**

1163 In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round  
1164 process for advertising and recruiting will be conducted and include announcements in the state  
1165 chancellor’s job registry. Applications for part-time employment will be accepted and maintained  
1166 all year to reduce the necessity of advertisement to fill a vacancy at the last moment. Each  
1167 division/department will identify subject areas for which additional part-time faculty may be  
1168 needed. The division/department will forward a list of part-time teaching opportunities to Human  
1169 Resources.

1170  
1171 When no qualified pool exists, Human Resources will advertise for part-time faculty positions to  
1172 provide equal employment opportunity to a wide range of qualified applicants. Human  
1173 Resources will review the composition of part-time faculty pools to ensure that any failure to  
1174 obtain broad representation is not due to discriminatory recruitment procedures.

1175  
1176 Applicants who contact the division/department directly should be referred to Human Resources  
1177 or to the website for application materials and urged to then contact Human resources to  
1178 complete the Hiring Process. All application materials are returned to Human Resources.

1179  
1180 **Position Announcement**

1181 Human Resources will publish a list of potential part-time positions as requested by the  
1182 division/department.

1183  
1184 Upon notification by the division/department, Human Resources will, in consultation with the  
1185 division/department dean and discipline faculty develop the job announcement. All job  
1186 announcements will include:

- 1187  
1188 a. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural,  
1189 disability, and ethnic backgrounds of community college students; and  
1190 b. Minimum qualifications as established by the Statewide Academic Senate and adopted by

1191 the Board of Governors of the California Community Colleges plus any additional  
1192 qualifications established by the department/program in accordance with the San  
1193 Bernardino Community College District administrative regulation on Minimum  
1194 Qualifications, Equivalency, and Local Qualifications.  
1195

1196 The days and hours of available assignments will be listed when known.

1197 **Application/Selection Process**

- 1198 a. All applicants must complete a District Part-Time Faculty application form, and submit a  
1199 resume and transcripts. Unofficial transcripts are accepted for purposes of review.  
1200 b. Human Resources will maintain an annual pool of completed applications for review, when  
1201 needed, and will forward all applications to the division/department on a regular basis.  
1202 When there is a need at both colleges, copies of applications will be forwarded to each  
1203 college. Human Resources will monitor the applicant pool by discipline on a quarterly  
1204 basis to ensure that any failure to obtain projected representation for any monitored group  
1205 (those groups identified in section 53004(b) of title 5 for which monitoring and reporting is  
1206 required pursuant to section 53004(a) of Title 5) is not due to discriminatory recruitment  
1207 procedures.  
1208 c. All persons interested in part time employment will be referred to Human Resources where  
1209 a centralized discipline area file will be maintained. All interested persons will receive a  
1210 timely response from Human Resources and instructions regarding documentation needed  
1211 to remain in the part time pool. All applications will be forwarded to the division/department  
1212 on a regular basis.  
1213 d. In the case where there are no qualified candidates in the pool, the division/department  
1214 dean or designee may search outside of the pool.  
1215 e. The division/department dean or designee in consultation with the faculty chair of the  
1216 department and, a full time faculty member from the appropriate or related discipline, will  
1217 screen and review all applications giving full consideration to the special needs of the  
1218 division/department/program and the student population to be served.  
1219 f. The dean and the faculty member(s) shall have received training in equal opportunity  
1220 employment before beginning the hiring process. The division dean or designee and the  
1221 faculty member(s) will interview the qualified applicants who meet the needs of the  
1222 division/department/program and the needs of a diverse student population.  
1223 g. Each applicant interviewed must submit evidence of qualifications.  
1224 h. It is recommended that each applicant interviewed be required to demonstrate teaching,  
1225 counseling, librarianship, or other job related skills. The demonstration should reflect the  
1226 candidate's ability to meet the needs of a varied student population, who will foster overall  
1227 district effectiveness.  
1228 i. Candidates seeking equivalency will be forwarded to the college's Equivalency Committee  
1229 for action. Candidates who are deemed to possess equivalent qualifications will be included  
1230 in the part-time faculty pool.  
1231 j. The Dean or designee will contact the candidates to offer employment and inform them of  
1232 hiring procedures. Candidates selected for part-time faculty positions will be mailed a  
1233 "Notification and Acceptance of Assignment" letter by the Human Resources Department.  
1234 k. Regular evaluation of part time faculty as per contract should guide the decision about  
1235 whether to offer continued employment.  
1236 l. Candidates not immediately selected to teach, will be entered into a part-time faculty  
1237 candidate pool maintained by Human Resources for use by each college. Applications  
1238 remain on file for one (1) year.  
1239 m. At the end of one year, Human Resources will notify applicants offering them the  
1240 opportunity to remain in the pool and to update their application.  
1241  
1242  
1243

1244 ADOPTED: 9/13/07

1245

1246 **EQUIVALENCY PROCEDURES**

1247 In accordance with Education Code Section 87359 and Section 53430 of the California Code of  
1248 Regulations, Title 5, the San Bernardino Community College District may grant equivalency to the  
1249 minimum qualifications of a degree and/or experience required for a position to those applicants  
1250 who provide conclusive evidence of equivalency to the minimum qualifications.

1251

1252 **A. Equivalency for Degree Requirements**

1253 Equivalency for degree requirements is based on conclusive evidence that an applicant  
1254 possesses:

- 1255 1. The general education and the major course work required for the required degree, or
- 1256 2. Clear and verifiable eminence in the discipline.

1257 **B. Equivalency for Required Experience**

- 1258 1. Equivalency for required experience is based on conclusive evidence of:
- 1259 2. Mastery of the skills of the vocation for the specific assignment as well as for other  
1260 courses in the discipline and extensive, and
- 1261 3. Diverse knowledge of the working environment of the vocation.

1262

1263 **PART ONE**  
1264 **Committee & Criteria**

1265

1266 Each college will establish an Equivalency Committee as follows:

1267

1268 Equivalency Committee will include the appropriate Vice President of Instruction or designee, the  
1269 President of the Academic Senate or designee, and at least one discipline or related discipline  
1270 expert from the department/division/program in which the position exists, and one additional  
1271 impartial full-time faculty member. In no case shall a person who serves on the Selection Search  
1272 Committee for a full-time faculty position or who is recommending equivalency for a part-time  
1273 faculty position also serve on the Equivalency Committee. If a discipline expert is not available  
1274 from the division/department/program, a discipline expert from the other college or from another  
1275 college, university, or the community may be asked to serve on the committee. Equivalency  
1276 granted by either college committee is acceptable throughout the District.

1277

1278 **Criteria:**

1279

1280 Granting equivalency to minimum qualifications is based on the same criteria, documentation,  
1281 and committee deliberation for all faculty positions: full-time, part-time, leave replacement, and  
1282 grant/special funded positions.

1283

1284 **A.. Equivalency where a masters degree is required**

1285

1286 For disciplines normally requiring a master's degree, equivalency may be granted on the basis of  
1287 any of the following:

1288

- 1289 1. Completion of the master's degree from an accredited institution in the discipline under a  
1290 different name;
- 1291 2. Completion of the course work and academic requirements (such as a thesis or practicum  
1292 for the master's degree from accredited institutions in the discipline without the award of the  
1293 degree);
- 1294 3. Completion of a bachelor's degree from an accredited institution and not less than 30  
1295 graduate units (48 quarter units) of appropriate and relevant course work from accredited  
1296 institutions if the course work equals a master's degree in the discipline in breadth, depth,  
1297 and rigor;
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4. Completion of a bachelor's degree from an accredited institution plus additional appropriate and relevant graduate course work from accredited institutions and verifiable experience in the discipline which would require knowledge of the discipline equal to the level required in the minimum qualifications; and
5. Clear and verifiable eminence in the discipline acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products (such as published works or invited presentations to discipline related professional organizations) that would require a depth and breadth of knowledge in the discipline comparable to the degree level work.

**B. Equivalency where a master's degree is not required**

For disciplines in which the master's degree is not generally expected or available, the criteria shall be any of the following:

1. Six years of documented experience in the discipline and 60 undergraduate semester units (90-quarter units) from accredited institutions comparable to the breadth and depth of coursework equal to an associate's degree;
2. Two years of documented experience in the discipline, and 120 undergraduate semester units (180-quarter units) from accredited institutions;
3. Six years of documented experience in the discipline and undergraduate course work from accredited institutions where the combination of course work and additional experience equals the associate's degree in breadth, depth and rigor; and
4. College teaching experience is not equivalent to experience in the discipline.
5. Educational experience does not qualify as work experience
6. Clear and verifiable eminence in the discipline acknowledged by written statements by experts in the discipline and/or evidenced by the production of tangible products that would require a depth and breadth of knowledge comparable to the minimum qualifications.

**C. Faculty Internship Program**

Pursuant to Title 5, Sections 53500-53502, the district may employ as faculty interns for the purpose of building a diverse and representative faculty as well as enhancing the recruitment of qualified persons by introducing graduate student to the community college environment and student population. An individual employed as a faculty intern shall meet the following qualifications:

1. For those disciplines in which a master's degree is required, faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University or any other accredited institution of higher education and shall have completed at least one-half of the coursework, or equivalent in that graduate program.
2. For those disciplines in which a master's degree is not expected or required, the faculty intern shall possess any license or certificate require to do that work and
  - a. Be within one year of completing the associate degree and have six years of industry experience in the discipline, or
  - b. Have completed the associate degree and have completed five years of industry experience in that discipline.

- 1356  
1357 3. Faculty interns shall only be assigned to teach or to serve in a discipline in which they  
1358 would be legally qualified to teach or render service upon completion of their graduate  
1359 studies or associate degree and six years of industry experience in that discipline.  
1360  
1361 4. Faculty interns shall be limited to two years of participation in the program.  
1362  
1363 5. Each faculty intern shall serve under the direct supervision of a mentor who is legally  
1364 qualified to teach the course or render the serve that the faculty intern is providing. The  
1365 mentor shall provide substantial, direct in-class supervision and evaluation of the intern's  
1366 teaching capabilities and is responsible for providing direct monitoring and systematic  
1367 contact with the faculty intern.  
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1370 **Part Two**  
1371 **Process**  
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1373 **Applicants**

1374 The position announcement will provide for the presentation of qualifications equivalent to the  
1375 minimum qualifications.

1376 Applicants who believe that they possess qualifications equivalent to the minimum qualifications  
1377 for a position and wish to request that a determination of equivalency be made in a specific  
1378 discipline must complete a District Request for Equivalency form and provide supporting  
1379 documentation as appropriate. Applicants for both full time and part time positions are notified of  
1380 the opportunity to apply for an equivalency at the time of application.

1381 It is the applicant's responsibility to complete the form and provide documentation. Search  
1382 committees will not seek additional documentation. Applicants who do not meet the minimum  
1383 qualifications and who have not completed a Request for Equivalency will not be considered for  
1384 employment.

1385 • The Request for Equivalency and supporting documentation are submitted with the  
1386 application form to Human Resources.

1387 • The application and supporting documentation is forwarded to the Equivalency  
1388 Committee for a determination.

1389 • The Equivalency Committee reviews the equivalency request and returns the application  
1390 and supporting documentation to Human Resources with a determination.

1391 • Human Resources forwards the application and equivalency approval to the selection  
1392 committee.  
1393

1394 If an applicant is approved and subsequently hired to fill a position, the documents and  
1395 experience that support the equivalency must be verified just as minimum qualifications for other  
1396 new faculty are verified via transcripts and employment verification letters.  
1397

1398 **Current Employees Seeking a Transfer to Another Discipline:**

1399 Employees seeking an equivalency must complete a Request for Equivalency form and provide  
1400 supporting documentation as appropriate. It is the employee's responsibility to complete the form,  
1401 provide documentation, and forward the information to the Chair of the Equivalency Committee.  
1402

1403 The Equivalency Committee reviews the equivalency request and notifies the employee and the  
1404 appropriate administrator of its determination.

1405 **OTHER PROVISIONS**

- 1406
- 1407
- 1408 • Equivalency is granted on a District-wide basis.
- 1409 • Equivalency is granted for a discipline and not for a specific course within a discipline.
- 1410 • All deliberations of the Equivalency Committee and all records involved in the
- 1411 proceedings shall remain confidential.
- 1412 • A determination of equivalency does not guarantee an interview, employment, or
- 1413 reassignment. The determination of equivalency establishes that the individual meets the
- 1414 minimum qualifications for the position and does not bestow rights to any position or
- 1415 process.
- 1416 • The granting of an equivalency is on a case-by-case basis and does not establish
- 1417 precedent for future applicants.
- 1418 • Equivalency shall not be granted on a "contingency" or "emergency" basis pending
- 1419 additional review or receipt of documentation for any reason.
- 1420 • Teaching experience is not equivalent to experience in the discipline.
- 1421

1422  
1423 Adopted: 9/13/07

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1428 **SUPPLEMENTAL EQUIVALENCY REQUEST**  
1429 **San Bernardino Community College District**

1430  
1431 **Applicant's Name (Please Print)** \_\_\_\_\_ **Equivalency Request**

1432  
1433  
1434 Equivalency is the process by which a person can meet the minimum qualifications of his/her  
1435 discipline. It is the responsibility of the candidate to provide conclusive evidence of equivalency to  
1436 the State approved requirements through the use of transcripts, publications, statements  
1437 validating related work experience, and other work products that show a command of the major or  
1438 occupation in question. Below are listed the criteria for equivalency and evidence. Please check  
1439 which criteria you wish to be evaluated against, which evidence you are providing, and submit a  
1440 written statement and all tangible evidence necessary to support your request.

1441  
1442 **CRITERIA**

- 1443 I. For establishing the equivalent of a required degree, possession of at least the equivalent  
1444 in level of achievement and breadth and depth of understanding as exhibited by A or B:
- 1445 ( ) A. The amount of formal education required for the degree and the
  - 1446 number of major course units required for that degree.
  - 1447 ( ) B. Mastery of the skills thorough enough to perform the work.
  - 1448

1449 A candidate who does not provide conclusive evidence in regard to either A or B does not  
1450 possess the equivalent of the degree in question.

- 1451  
1452 II. For the equivalent of required experience, possession of thorough and broad skills and  
1453 knowledge for each of the following as separate and distinct criteria:

- 1454 ( ) A. Mastery of the skills thorough enough to perform the work.
- 1455 ( ) B. Extensive and diverse understanding of the current work environment.

1456 A candidate who does not present conclusive evidence in regard to either A or B does not  
1457 possess the equivalent of the experience in question.

1458  
1459

1460 **EVIDENCE**

1461 (Submit a written statement and all tangible evidence necessary to support your request and  
1462 submit along with the application materials.)

1463  
1464

Conclusive evidence shall be:

1465 ( ) 1. A transcript showing that appropriate courses were successfully completed  
1466 at an accredited college or appropriate foreign institution;

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1469 ( ) 2. Publications that show a command of the major in question, the general  
1470 education of the candidate, or his or her writing skills;

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1473 ( ) 3. Substantial artistic experience and/or accomplishments equivalent to the  
1474 degree, (e.g., performances, shows, exhibitions, compositions, or books);

1475  
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1477 ( ) 4. Work experience verification (e.g., letters supporting length and level of  
1478 service or current certification or license appropriate for the specific  
1479 course assignments.)

1480

I understand that it is my responsibility to conclusively prove equivalency to the minimum  
1479 qualifications required for my discipline.

1481  
1482

1483 I certify that the information contained in this form is correct to the best of my knowledge and  
1484 understand that deliberate falsification or any misstatements or omissions of material facts may  
1485 be cause for refusal of employment, or if employed, cause for dismissal.

1486  
1487

Print Name:

Applicant's Signature:

Date:

1488

**EQUIVALENCY DETERMINATION FORM**

The Equivalency Committee met on: \_\_\_\_\_

to consider \_\_\_\_\_  
(name)

Request for equivalency. It was determined that the equivalency criteria was met for the following discipline(s):

\_\_\_\_\_  
\_\_\_\_\_

Reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Senate Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Equivalency  
Review Committee: \_\_\_\_\_ Date: \_\_\_\_\_

## **SUBSTITUTES**

- A. Substitutes will be provided, when possible, for instructor absences authorized under the "Leaves" Section of this policy series and/or the San Bernardino Community College District Teachers Association Contract.
- B. Compensation shall be at the appropriate hourly rate.
- C. Instructors who are not regular or probationary academic employees will be employed as substitutes when possible.
- D. Regular and probationary academic employees may be used as substitutes temporarily when competent non-contract substitutes are not available.
- E. An employee used as a substitute will be compensated from the first hour of substitution.

Approved: January 11, 1990

## **TEACHER EXCHANGE**

The District endorses the practice of teacher exchange subject to the provisions of the Education Code. Exchange teacher arrangements will only be considered where the college president gives assurance that a continued high level of instruction is certain during the period of exchange.

1. Instructors who desire to enter into an exchange teacher arrangement shall notify the president of the college not later than April 1 of the academic year immediately preceding the academic year during which the exchange is to take place.
2. Each exchange teacher arrangement recommended by the college president must have Board approval.
3. No exchange arrangement is final until such time as the visiting exchange teacher has produced proof of meeting minimum qualifications as outlined in Board Policy, and until the District instructor has provided proof of his/her acceptance by the other participating District.
3. The total number of members of the certificated staff serving as exchange teachers and on sabbatical leave shall not exceed five per-cent (5%) of the college full-time teaching or certificated support staff during any given year.

Approved: January 11, 1990

## **TRANSFER/REASSIGNMENT**

A "transfer" is a movement of an employee from one college to another. A "reassignment" is a movement of an employee from one division to another division within a college. The District has the right to transfer or reassign employees.

A transfer/reassignment may be initiated by an employee (voluntary) or by the District (administrative).

### **A. Voluntary Transfer/Reassignment**

1. An employee may file a request for voluntary transfer/ reassignment at any time. Such request shall be maintained until October 1 of the next school year unless withdrawn earlier by the employee.
2. The District will consider all requests for voluntary transfers/ reassignments from employees who meet minimum qualifications and appropriate FSA requirements.
3. A voluntary or administrative transfer/reassignment shall be based upon the following considerations:
  - a. FSA qualifications.
  - b. Employee meets minimum qualifications for the specific vacancy as specified in any job posting.
  - c. Affirmative Action.
  - d. Recency of acquired knowledge and/or demonstrated competence based on evaluations and/or recommendations in the subject field or position.
  - e. Seniority in the District.
  - f. Ability to perform all required tasks of the specific vacancy as specified by the job description.
  - g. Ability to work with immediate supervisor(s) and any coworkers, and ability to perform with assigned students. Criteria shall not be applied in an arbitrary or capricious manner.

**B. Denial of Voluntary Transfer/Reassignment**

If requested by an employee, a conference will be held between the administrator who denied the request for voluntary transfer/reassignment and the employee to discuss the reason(s) for the denial of the voluntary transfer/ reassignment.

**C. Administrative Transfer/Reassignment**

If requested by an employee, a conference will be held between the administrator who determined the administrative transfer/ reassignment and the employee to discuss the reason(s) for the administrative transfer/ reassignment. No administrative transfer/reassignment shall be arbitrary or capricious. Absent an urgent need for the immediate services of an employee, any employee who is administratively transferred/reassigned shall be given ten (10) regular scheduled workdays prior notice, except during the summer break when such notice shall be thirty (30) days.

Approved: January 11, 1990

**ACADEMIC SENATE**

- A. The Academic Senate is recognized as the body that shall represent faculty interests in all academic and professional matters unrelated to the specific collective bargaining issues identified by law.
- B. The respective senates shall establish their own rules, regulations, and operating procedures as permitted by the Education Code.

Approved: January 11, 1990

### **ACADEMIC RECOGNITION PROGRAMS**

- A. The college president shall designate those college events that shall be recognized as official occasions for Academic Recognition. Participants in such designated events shall wear traditional academic attire.
- B. For those who have academic degrees, appropriate attire shall consist of gown, hood, and cap are representative of the institution from which the authorized wearer has received his/her highest academic degree.
- C. For members of the official party who do not have a university or college degree, the traditional black gown and cap with a white tassel is appropriate.

Approved: January 11, 1990

### **ACADEMIC RANK**

#### **A. Authorized titles:**

1. **Lecturer**--The title of all hourly, part-time faculty members who are not members of the contract college staff.
2. **Instructor**--The title of all certificated staff on probationary status.
3. **Assistant Professor**--The title of all certificated personnel upon the granting of tenure status by the Board.
4. **Associate Professor**--The title to be granted upon a favorable decision by the college president following recommendation by the appropriate college committee.
5. **Professor**--The title to be granted upon a favorable decision by the college president following recommendation by the appropriate college committee.
6. **Professor Emeritus**--The title to be granted to retiring faculty upon a favorable decision by the college president following recommendation by the appropriate college committee.

B. The academic title shall bear no relationship to college salary schedules.

C. All titles made applicable by these regulations may be used in publications and/or college publicity.

#### **D. Nomination Procedure**

A nomination for advancement in rank may be generated from an eligible individual on behalf of him/herself, from an academic peer, or from the department or division chairperson. Nominations shall be submitted to the college Committee on Academic Rank.

#### **E. Committee on Academic Rank**

1. The committee shall consist of the Senate President (or designee) who shall serve as chairperson and six faculty members who are appointed by the Executive Committee of the Senate.
2. The committee will be supplemented during its deliberations by a representative of the college president, the chairperson (or designee) of each division (SBVC only) which has a candidate for advancement, and the head of each department (or designee) in which the applicant teaches. Representatives listed here serve without a vote.
3. The committee will consider requests for advancement. A decision will be reached by a simple majority vote except as stated in item below.
4. Committee recommendations will be submitted to the president of the college for his/her action.

**F. Criteria for Advancement to Associate Professor, Professor, or Professor Emeritus**

1. Associate Professor
  - a. Following the granting of the title Assistant Professor, which is conferred with the granting of tenure, the conditions listed below shall be given special consideration.
  - b. Seven years of satisfactory full-time service in an academic faculty position (includes all academic staff except super-visors and managers).
  - c. An earned Master's Degree or Doctorate. This requirement may be waived by unanimous vote of the committee in cases of unusual merit.)
  - d. Evidence of continued successful teaching/service and other departmental performance.
  - e. Evidence of service to the college.
  - f. Evidence of service to the college community.
  - g. Evidence of continued growth in professional areas.
2. Professor
  - a. Following the granting of the title Associate Professor, the conditions listed below shall be given special consideration.
  - b. A minimum of three years as an Associate Professor.
  - c. Continued professional growth as evidenced by any of the following: research, pertinent travel, sabbatical leave experience, advanced degrees, and publications.
  - d. Continued evidence of service to the college district.
  - e. Continued evidence of service to the college community.
3. Professor Emeritus

- a. An application for Professor Emeritus may be submitted signed by any three division or department colleagues of the retiring faculty member.
- b. The faculty member being considered must have served a minimum of twenty years in the District.

**G. Appeals Procedure**

1. A decision rendered by the Committee on Academic Rank may be appealed to an Appeals Committee.
2. The Appeals Committee shall consist of five members.
3. The Executive Committee of the Academic Senate will appoint four faculty members. One of the appointees must be chosen from the department in which the applicant works.
4. The college president (or designee) shall represent the administration.
5. No member can serve on this committee if he/she is also a member of the Committee on Academic Rank.
6. The Appeals Committee will select one of its own members as chairperson.

Approved: January 11, 1990