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PART-TIME FACULTY EMPLOYMENT POLICY AND HIRING PROCEDURES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT PART-TIME FACULTY EMPLOYMENT POLICY AND HIRING PROCEDURES

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

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

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

Definition of Part- Time Faculty

Pursuant to Education Code Section 87482.5, (a) "Notwithstanding any other provision of law, any person who is employed to teach adult or community college classes for not more than 60 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under Section 87604. 9 (b) Service as a substitute on a day-to-day bases by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status".

Recruitment

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

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

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

Position Announcement

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

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

- a. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
- b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program in accordance with the San Bernardino Community College District policy on Minimum Qualifications, Equivalency, and Local Qualifications approved by the Board of Trustees on_____

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

Application/Selection Process

- a. All applicants must complete a District Part-Time Faculty application form, and submit a resume and transcripts. Unofficial transcripts are accepted for purposes of review.
- b. Human Resources will maintain an annual pool of completed applications for review, when needed, and will forward all applications to the division/department when requested. When there is a need at both colleges, copies of applications will be forwarded to each college. Human Resources will monitor the applicant pool by discipline on a quarterly basis to ensure that any failure to obtain projected representation for any monitored group (those groups identified in section 53004(b) of title 5 for which monitoring and reporting is required pursuant to section 53004(a) of Title 5) is not due to discriminatory recruitment procedures.
- c. All persons interested in part time employment will be referred to Human Resources where a centralized discipline area file will be maintained. All interested persons will receive a timely response from Human Resources and instructions regarding documentation needed to remain in the part time pool.
- d. In the case where there are no qualified candidates in the pool, the division/department dean or designee may search outside of the pool.
- e. The division/department dean or designee in consultation with the faculty chair of the department and, a full time faculty member from the appropriate or related discipline, will screen and review all applications giving full consideration to the special needs of the division/department/program and the student population to be served.
- f. The dean and the faculty member(s) shall have received training in equal opportunity employment before beginning the hiring process. The division dean or designee and the faculty member(s) will interview the qualified applicants who meet the needs of the division/department/program and the needs of a diverse student population.
- g. Each applicant interviewed must submit evidence of qualifications.
- h. It is recommended that each applicant interviewed be required to demonstrate teaching, counseling, librarianship, or other job related skills. The demonstration should reflect the candidate's ability to meet the needs of a varied student population, who will foster overall district effectiveness.
- i. Candidates seeking equivalency will be forwarded to the college's Equivalency Committee for action. Candidates who are deemed to possess equivalent qualifications will be included in the part-time faculty pool.
- j. The Dean or designee will contact the candidates to offer employment and inform them of hiring procedures. Candidates selected for part-time faculty positions will be mailed a "Notification and Acceptance of Assignment" letter.

- k. Regular evaluation of part time faculty as per contract should guide the decision about whether to offer continued employment.
- l. Candidates not immediately selected to teach, will be entered into a part-time faculty candidate pool maintained by Human Resources for use by each college. Applications remain on file for one (1) year.
- m. At the end of one year, Human Resources will notify applicants offering them the opportunity to remain in the pool and to update their application.

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EQUIVALENCY POLICY AND PROCEDURES

POLICY

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

A. Equivalency for degree requirements

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

1. the general education and the major course work required for the required degree, or
2. clear and verifiable eminence in the discipline.

B. Equivalence for required experience

Equivalency for required experience is based on conclusive evidence of:

1. mastery of the skills of the vocation for the specific assignment as well as for other courses in the discipline and extensive, and
2. diverse knowledge of the working environment of the vocation.

PROCEDURE

Committee :

Each college will establish an Equivalency Committee as follows:

- Equivalency Committee will include the appropriate Vice President of Instruction or designee, the President of the Academic Senate or designee, and at least one discipline or related discipline expert from the department/division/program in which the position exists, and one additional impartial full-time faculty member.
- Equivalency Committee will include the Dean or designee, the President of the Academic Senate or designee, and at least one discipline expert from the department/division/program in which the position exists.

In no case shall a person who serves on the Selection Search Committee for a full-time faculty position or who is recommending equivalency for a part-time faculty position also serve on the Equivalency Committee (So for full time faculty, the Faculty Chair can't serve on the Equivalency Committee since she/he would most likely be on the hiring committee. .) If a discipline expert is not available from the division/department/program, a discipline expert from the other college or from another college, university, or the community may be asked to serve on the committee. Equivalency granted by either college committee is acceptable throughout the District.

Criteria:

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

A.. Equivalency where a masters degree is required

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

1. Completion of the master's degree from an accredited institution in the discipline under a different name;
2. Completion of the course work and academic requirements (such as a thesis or practicum for the master's degree from accredited institutions in the discipline without the award of the degree);

3. Completion of a bachelor's degree from an accredited institution and not less than 30 graduate units (48 quarter units) of appropriate and relevant course work from accredited institutions if the course work equals a master's degree in the discipline in breadth, depth, and rigor;
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.
3. Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies or associate degree and six years of industry experience in that discipline.
4. Faculty interns shall be limited to two years of participation in the program.
5. Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the serve that the faculty intern is providing. The mentor shall provide substantial, direct in-class supervision and evaluation of the intern's teaching capabilities and is responsible for providing direct monitoring and systematic contact with the faculty intern.

PROCESS

Applicants

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

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

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

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

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

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

Human Resources forwards the application and equivalency approval to the selection committee.

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

Current Employees Seeking a Transfer to Another Discipline:

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

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

OTHER PROVISIONS

Equivalency is granted on a District-wide basis.

Equivalency is granted for a discipline and not for a specific course within a discipline.

All deliberations of the Equivalency Committee and all records involved in the proceedings shall remain confidential.

A determination of equivalency does not guarantee an interview, employment, or reassignment. The determination of equivalency establishes that the individual meets the minimum qualifications for the position and does not bestow rights to any position or process.

The granting of an equivalency is on a case-by-case basis and does not establish precedent for future applicants.

Equivalency shall not be granted on a "contingency" or "emergency" basis pending additional review or receipt of documentation for any reason.

Teaching experience is not equivalent to experience in the discipline.

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SUPPLEMENTAL EQUIVALENCY REQUEST
San Bernardino Community College District

Applicant's Name (Please Print)

Department of Equivalency
Request

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

CRITERIA

- I. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement and breadth and depth of understanding as exhibited by A or B:
- () A. The amount of formal education required for the degree and the number of major course units required for that degree.
 - () B. Mastery of the skills thorough enough to perform the work.
- A candidate who does not provide conclusive evidence in regard to either A or B does not possess the equivalent of the degree in question.
- II. For the equivalent of required experience, possession of thorough and broad skills and knowledge for each of the following as separate and distinct criteria:
- () A. Mastery of the skills thorough enough to perform the work.
 - () B. Extensive and diverse understanding of the current work environment.
- A candidate who does not present conclusive evidence in regard to either A or B does not possess the equivalent of the experience in question.

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

Conclusive evidence shall be:

- () 1. A transcript showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution;
- () 2. Publications that show a command of the major in question, the general education of the candidate, or his or her writing skills;
- () 3. Substantial artistic experience and/or accomplishments equivalent to the degree, (e.g., performances, shows, exhibitions, compositions, or books);
- () 4. Work experience verification (e.g., letters supporting length and level of service or current certification or license appropriate for the specific course assignments).

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

Applicant's Signature

Date

