



Policies & Procedures Advisory Committee (PPAC)  
**Meeting Agenda – September 8, 2021, 1:00 p.m.**  
 Via Zoom

Via Zoom: <https://cccconfer.zoom.us/j/97245452506>

Or Dial-In: 669-900-6833

Meeting ID: 972 4545 2506

**I. Welcome & Introductions – Jose Torres & Kristina Hannon, Co-Chairs**

**II. Annual Organizational Meeting**

A. Chancellor's Council & Advisory Committee Structure

B. Committee Organization

1. Charge
2. Meetings
3. Representation
4. Membership
5. Quorum

**III. Current Topics**

A. Discussion of Policies & Procedures Background

B. Initial Tasks

1. BP 7210 Academic Employees
2. AP 7210 Academic Employees
3. AP 7210a Part Time Faculty Recruitment and Faculty Interns

**IV. Next Meeting Date & Adjournment**

The next meeting of the Policies & Procedures Advisory Committee is scheduled for Wednesday, October 13, 2021, at 1:00 p.m.

**SBCCD Mission:**

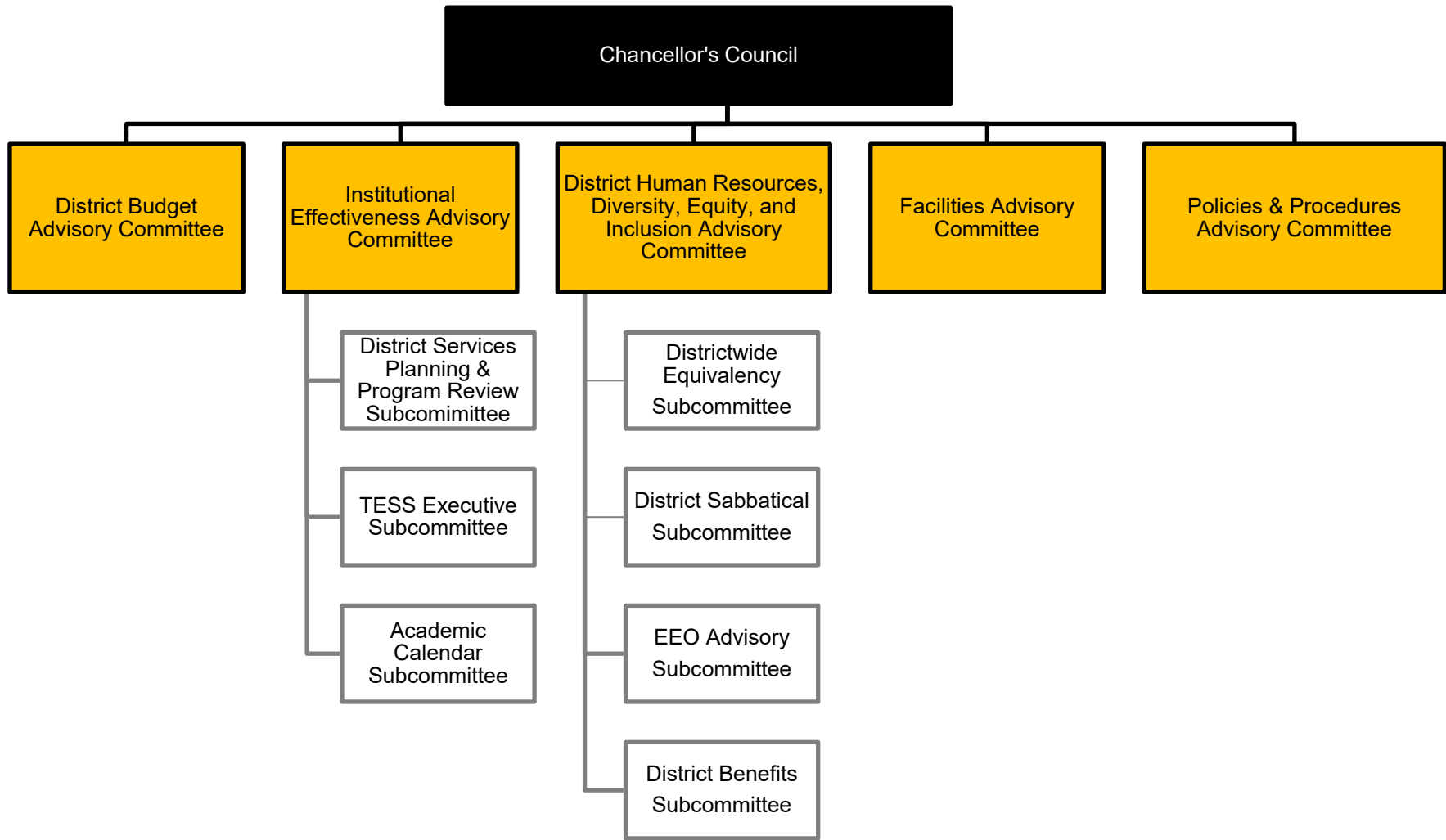
*The San Bernardino Community College District (SBCCD) transforms lives through the education and training of students for the benefit and enrichment of our diverse communities.*

**PPAC Charge:**

*The Policy and Procedures Advisory Committee is an advisory committee to the Chancellor's Council. The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures (AP) and Board Policies (BP). The workgroup will ensure a continuous evaluation of the APs and BPs, will create taskforces and invite subject matter experts, including students, when appropriate for input in the process. The committee forwards recommendations for changes to APs/BPs to the Chancellor's Council.*



## Chancellor's Council Advisory Committee Structure



# Policies & Procedures Advisory Committee

## Charge

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## Meetings

2<sup>nd</sup> Wednesday, 1 p.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all PPAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

## Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any PPAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the PPAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

## Quorum

A quorum from the committee's membership will be comprised of two faculty representatives (one from each campus), two classified representatives (one from each campus), two management representatives (one from each campus), one member from the Black Faculty & Staff, and one member from the Latino Faculty & Staff.

## Membership

- Executive Vice Chancellor, Co-Chair
- Vice Chancellor of HR & Police, Co-Chair
- Management Representative from each campus, appointed by college presidents
- Faculty Representative from each campus appointed by academic senate presidents
- Classified Representative from each campus appointed by classified senate presidents
- Classified Representative from DSO appointed by classified senate presidents
- Associated Student Government president or designee from each campus
- Confidential Group Lead appointed by administrative officer
- EEO Advisory Committee Representative appointed by EEO committee
- CSEA Representative
- CTA Representative
- POA Representative
- Black Faculty & Staff Representative
- Latino Faculty & Staff Representative





## Policies & Procedures Advisory Committee (PPAC) Committee Roster

September 2021-August 2022

Representation	Member
1) Executive Vice Chancellor, Co-Chair	Jose Torres
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon
3) Management, CHC ( <i>appointed by college president</i> )	Keith Wurtz
4) Management, SBVC ( <i>appointed by college president</i> )	Ray Carlos
5) Faculty, CHC ( <i>appointed by Academic Senate President</i> )	Brandi Bailes ( <i>pending appointment</i> )
6) Faculty, SBVC ( <i>appointed by Academic Senate President</i> )	Lucas Cuny
7) Classified, CHC ( <i>appointed by Classified Senate President</i> )	( <i>pending appointment</i> )
8) Classified, SBVC ( <i>appointed by Classified Senate President</i> )	Nathan Yearyeon
9) Classified, DSO ( <i>appointed by Classified Senate Presidents</i> )	( <i>pending appointment</i> )
10) ASG President or designee, CHC	( <i>pending appointment</i> )
11) ASG President or designee, SBVC	( <i>pending appointment</i> )
12) Confidential Group Lead ( <i>appointed by Administrative Officer</i> )	Stacey Nikac
13) EEO Advisory Committee ( <i>appointed by EEO Committee</i> )	( <i>pending appointment</i> )
14) CSEA ( <i>appointed by CSEA</i> )	Ernest Guillen
15) CTA ( <i>appointed by CTA</i> )	Meridyth McLaren ( <i>pending appointment</i> )
16) POA ( <i>appointed by POA</i> )	( <i>pending appointment</i> )
17) Black Faculty & Staff	( <i>pending appointment</i> )
18) Latino Faculty & Staff	Maria Del Carmen Rodriguez



AP/BP 2410

# **BOARD POLICIES & ADMINISTRATIVE PROCEDURES**



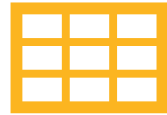
## BOARD POLICIES

- **Board policies** are authorized by law or determined by the Board to be necessary for the efficient operation of the District.
- The Board shall regularly assess its **policies** for effectiveness in fulfilling the District's mission.
- **Board policies** and **administrative procedures** are to be reviewed per the schedule specified in AP 2410.

## ADMINISTRATIVE PROCEDURES

- **Administrative procedures** are to be issued by the Chancellor as statements of method to be used in implementing **Board policy**.
- Such **administrative procedures** shall be consistent with the intent of **Board policy**.
- **Board policies** and **administrative procedures** are to be reviewed per the schedule specified in AP 2410.

# REVIEW PROCESS



Annual Schedule of Review



Chapter Owner Initiated



Legal Review



# REVIEW PROCESS

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## Annual Schedule of Review

- Prior to the start of each academic year, the Chancellor's designee – along with input from Chapter Leads – will compile an annual review schedule, consisting of approximately 10% of the BPs & APs.
- This schedule is presented to District Assembly at the first meeting of the academic year and posted on the webpage.
- The schedule is updated throughout the year, based on actual review and approvals.

# REVIEW PROCESS



## Chapter Owner Initiated

- These are changes to existing BPs or APs, or even new policies/procedures. Reasons for review may include corrections, updates to match current practices, minor clerical edits, etc.

# REVIEW PROCESS



## Legal Review

- SBCCD subscribes to the Community College League of California BP/AP service for legal guidance.
- CCLC provides policy and procedure samples which are legally required, legally advised, or suggested as good practice.
- Legal Updates are provided each year – usually in the Spring and the Fall.

# REVIEW PROCESS

Chapter 1: The District

Chapter 2: Board of Trustees

Chapter 3: General Institution

Chapter 4: Academic Affairs

Chapter 5: Student Services

Chapter 6: Business & Fiscal Services

Chapter 7: Human Resources

## Chapter THE DISTRICT

- Owner: Board of Trustees
- Lead: Chancellor

Chapter 1: The District  
Chapter 2: Board of Trustees  
Chapter 3: General Institution  
Chapter 4: Academic Affairs  
Chapter 5: Student Services  
Chapter 6: Business & Fiscal Services  
Chapter 7: Human Resources

## Chapter **2** THE BOARD OF TRUSTEES

- Owner: Board of Trustees
- Lead: Chancellor

Chapter 1: The District  
Chapter 2: Board of Trustees  
Chapter 3: General Institution  
Chapter 4: Academic Affairs  
Chapter 5: Student Services  
Chapter 6: Business & Fiscal Services  
Chapter 7: Human Resources

## Chapter **3** GENERAL INSTITUTION

- Owner: Chancellor's Cabinet
- Lead: Chancellor

Chapter 1: The District  
Chapter 2: Board of Trustees  
Chapter 3: General Institution  
Chapter 4: Academic Affairs  
Chapter 5: Student Services  
Chapter 6: Business & Fiscal Services  
Chapter 7: Human Resources

## Chapter **4** **ACADEMIC AFFAIRS**

- Owner: Academic Senate
- Lead: Academic Senate Presidents

Chapter 1: The District  
Chapter 2: Board of Trustees  
Chapter 3: General Institution  
Chapter 4: Academic Affairs  
Chapter 5: Student Services  
Chapter 6: Business & Fiscal Services  
Chapter 7: Human Resources

## Chapter **5** STUDENT SERVICES

- Owner: Academic Senate
- Lead: Academic Senate Presidents



Chapter 1: The District  
Chapter 2: Board of Trustees  
Chapter 3: General Institution  
Chapter 4: Academic Affairs  
Chapter 5: Student Services  
Chapter 6: Business & Fiscal Services  
Chapter 7: Human Resources

## Chapter **BUSINESS & FISCAL SERVICES**

- Owner: Business & Fiscal Services
- Lead: Vice Chancellor's Designee

Chapter 1: The District  
Chapter 2: Board of Trustees  
Chapter 3: General Institution  
Chapter 4: Academic Affairs  
Chapter 5: Student Services  
Chapter 6: Business & Fiscal Services  
Chapter 7: Human Resources

## Chapter HUMAN RESOURCES

- Owner: Human Resources
- Lead: Vice Chancellor's Designee

## BP 7210 Academic Employees

### CCLC Template

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the [ CEO ] to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

### Current SBCCD Version

*(Replaces current SBCCD BP 7210)*

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

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**BP 7210 Academic Employees**

CCLC Template

Current SBCCD Version

**References:**

Education Code Sections 87400 et seq.,  
87419.1; 87600 et seq., and 87482.8;  
Title 5 Section 51025

**References:**

Education Code Sections 87400 et seq; 87419.1;  
87482.8, and 87600 et seq;  
Title 5, Section 51025

## AP 7210 Academic Employees

### CCLC Template

### Current SBCCD Version

Note: This procedure is optional; the academic staff of the District has been addressed by Board Policy 7210, and additional procedures are not legally mandated. However, local practice, if any, may be inserted. The contents of any such procedure will be subject to consultation with the Academic Senate.

#### References:

Education  
Code Sections  
87400 et seq.,  
87600 et seq.,  
and 87482.8;  
Title 5 Section  
51025

## HIRING OF FULL-TIME FACULTY

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 supports the goals of equal opportunity and diversity, providing 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 and has the ability to develop inclusive curriculum and/or provide an inclusive environment that represents the ethnic and socioeconomic demographic of the college's student population.

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

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

## HIRING QUALIFICATIONS

### Minimum Qualifications

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
2. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.

## AP 7210 Academic Employees

CCLC Template

Current SBCCD Version

3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

### Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.
2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Human Resources will forward candidates to the Equivalency Committee for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet MQs will be provided to the hiring manager by request. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services or designee regarding these concerns.
3. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the

## AP 7210 Academic Employees

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position.

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

### Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should describe characteristics that support the responsibilities of the position.
2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.

### Establishing Minimum and Desirable Qualifications

1. The minimum and desirable qualifications will be reviewed by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position. The Division/Department Dean or appropriate administrator will make the final decision the desired qualifications.
2. The Vice Chancellor of Human Resources and Police Services or their designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Police Services or their designee believes the qualifications appear to be too restrictive, they will meet with the discipline faculty and the Division/Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Police Services or their designee shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

### PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets

## AP 7210 Academic Employees

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the needs of our diverse student population.

### Establishing the Position

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

1. Faculty positions are identified by a process established by each College and Fiscal Services.
2. Chancellor approves faculty positions from those requested by the Colleges.
3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

### Position Announcement

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See “Establishing Minimum and Desirable Qualifications”) in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President.

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

2. Position announcements will include the following sections:
  - a. Position Title
  - b. Application Deadline or Initial Review Date
  - c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
  - d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies.
  - e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
  - f. Duties of the Position: A list of typical duties including the following:



## AP 7210 Academic Employees

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	<ul style="list-style-type: none"> <li>• A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,</li> <li>• A description of any co-curricular responsibilities (e.g. coaching, directing).</li> <li>• Reference to scheduling considerations (e.g. assignment to evening duties).</li> <li>• Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).</li> <li>• A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).</li> <li>• A commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.</li> <li>• A description of any other duties unique to the position.</li> </ul> <p>g. 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.</p> <p>h. Closing Date and Address for Submission of Application Materials</p> <p>i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)</li> <li>• 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</li> </ul>

## AP 7210 Academic Employees

CCLC Template	Current SBCCD Version
	<p>any offer of employment for the applied-for position).</p> <ul style="list-style-type: none"> <li>• A curriculum vitae or resume.</li> <li>• When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).</li> <li>• When appropriate, verification of “professional experience” as articulated in the minimum and desirable qualifications.</li> <li>• When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.</li> </ul> <p>j. Selection Process: A brief description of the selection process including:</p> <ul style="list-style-type: none"> <li>• The review by a selection committee to select candidates for interviews</li> <li>• An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.</li> <li>• An interview of finalists by the President (and additional interviewers if selected by the President) or designee</li> <li>• Final recommendation to the Board of Trustees by the Chancellor of the District</li> <li>• A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)</li> </ul> <p>k. Notice to All Candidates:</p> <ul style="list-style-type: none"> <li>• The requirements of the Immigration Reform and Control Act of 1987</li> <li>• Initial assignment information</li> <li>• Reasonable accommodation notice: <i>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 questions or other test taking procedures. If you believe you may need</i></li> </ul>

## AP 7210 Academic Employees

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*reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at (909) 382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.*

1. Statement of Equal Employment Opportunity including reference to “encouraging applications from underrepresented minorities and the disabled.”
3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of “Establishing Minimum and Desirable Qualifications.”
4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.
5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

### Applications

Human Resources accepts applications and supplemental materials until 11:59 pm on the closing date.

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

## AP 7210 Academic Employees

CCLC Template	Current SBCCD Version
	<p><b>Recruitment and Advertising</b></p> <p>Faculty positions are advertised for a minimum of thirty (30) days.</p> <p>Any ads placed in publications will contain the statement "An Equal Opportunity Employer."</p> <p>New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources in accordance with the EEO Plan.</p> <p>A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.</p> <p>Notification of position openings will be mailed by Human Resources to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/ Department Dean or a Vice President.</p> <p><b>SCREENING COMMITTEE</b></p> <p><b>Membership</b></p> <p>Screening committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or their designee.</p> <ul style="list-style-type: none"> <li>• The Division/Department Dean or appropriate administrator for the position will formulate a preliminary list of candidates to serve as screening committee members.</li> <li>• The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the selection committee.</li> <li>• An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.</li> <li>• The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position.</li> </ul>

## AP 7210 Academic Employees

CCLC Template	Current SBCCD Version
	<p>If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.</p> <ul style="list-style-type: none"> <li>• The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.</li> <li>• A majority of the membership of the selection committee shall be faculty.</li> <li>• Every screening committee will include the Division/Department Dean or appropriate administrator or their designee</li> <li>• The chair of the Committee will be chosen by a majority vote of the committee.</li> <li>• When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.</li> <li>• The supervising administrator on the Committee will provide clerical/technical support and coordination.</li> </ul> <p>If unusual circumstances prevent the formation of a screening committee as described herein, the Division/Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their designee to determine a reasonable representation. However, the final composition of the screening committee shall remain confidential.</p> <p>The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.</p> <p><b>Training</b></p> <p>All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee to insure that each Committee member receives the required training that includes:</p> <ul style="list-style-type: none"> <li>• Discussion of District commitment to equal opportunity, diversity, and student success</li> <li>• The search and selection process</li> <li>• Role of the selection committee</li> <li>• Development of selection criteria</li> </ul>

## AP 7210 Academic Employees

CCLC Template	Current SBCCD Version
	<ul style="list-style-type: none"><li>• Writing effective interview questions</li><li>• Development of selection criteria including DQ's as part of the job posting process</li><li>• Role of the Equal Opportunity Representative</li><li>• Confidentiality</li><li>• Effective reference checks (administrators only)</li></ul> <p>Approved: January 11, 1990</p>

**AP7210A PART TIME FACULTY RECRUITMENT AND FACULTY INTERNS**

**References:** Education Code Sections 87400 et seq., 87419.1; 87600 et seq., and 87482.8; Title 5 Section 51025 and Section 53502

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**HIRING PROCEDURES—PART-TIME FACULTY**

The San Bernardino Community College District seeks a highly qualified and diverse workforce and is committed to an open and inclusive hiring process that provides equal consideration and opportunities for all qualified candidates.

Part-time faculty is essential to meeting the needs of our students through the teaching and learning process at the District. It is the goal of the District to implement equal employment opportunities when recruiting and maintaining 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 67 percent of the hours per week is 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. (b) Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status.”

**Establishment of Need (Non-Emergency)**

In consultation with the department chair, the dean will complete a personnel requisition for an adjunct hiring pool for approval and processing.

Factors to consider when establishing the need to develop an adjunct pool shall include:

- Analysis of sufficient FTEF to meet student and program demands, including effect(s) on full-time faculty;
- Current and potential FTES in identified courses and/or programs;
- Recent unavailability or resignations of current part-time faculty;
- Potential for programmatic growth with an increase in sections, including new programs;
- Course demand and offerings at the Campuses;
- Need for specialized expertise (e.g. CTE programs);
- Categorical or mandated programs;
- Requirements by accrediting agencies;
- Sustainability;
- Other factors which would influence faculty availability to meet program requirements and student need(s).

**Development of Announcement for Opening of Part-Time Pool**

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

**AP7210A PART TIME FACULTY RECRUITMENT AND FACULTY INTERNS**

- b. When notified by the division/department, Human Resources will develop the job announcement in consultation with the division/department dean and discipline faculty. All job announcements will include:
- Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
  - 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 administrative regulation on Minimum Qualifications, Equivalency, and Local Qualifications.
  - The days and hours of available assignments will be listed when known.
- c. The Vice Chancellor of Human Resources or Designee shall review the job description(s) for clarity of proposed assignment, appropriateness of education requirements, and collective bargaining and equity implications.

**Recruitment Process**

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 multiple locations including the state chancellor's job registry. 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.

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 who may be needed. All applications will be forwarded to the division/department on a regular basis.

1. **Notification** - Based on the notification from the departments/divisions, recruitment for adjunct positions shall occur broadly by using a variety of print, electronic and other recruitment resources. Each position under recruitment shall be implemented by Human Resources in order to maintain central applicant pools by discipline and review part time seniority rights pursuant to Education Code 87482.3.
2. **Letters of interest and Resumes** – Any information provided by prospective adjunct faculty either to College offices or to the Office of Human Resources will be acknowledged with instructions to submit a standard online District employment application form and supporting documentation (i.e. resume and transcripts). Unofficial transcripts are accepted for purposes of review. Division deans and division office managers will not accept resumes except those submitted to the central applicant pool. All persons interested in part time employment will be referred to Human Resources where a centralized discipline area file will be developed, maintained and updated.
3. **Position Announcements** - Announcements will be posted on the District's website and other venues in accordance with board policies and regulations.

To ensure members of underrepresented groups are notified of available positions, the District may:



**AP7210A PART TIME FACULTY RECRUITMENT AND FACULTY INTERNS**

- Advertise in journals and newspapers with focused audiences as well as in newspapers having wide general circulation;
- Contact members of underrepresented groups seeking work in business and industry;
- Use professional registries and data banks, specifically those whose listings include underrepresented group members;
- Consult with local underrepresented groups' organizations and agencies regarding recruiting efforts;
- If discipline representatives, coordinators and/or faculty co-chairs request that job postings be advertised in discipline specific publications, lists, websites, or other similar resources, Human Resources shall make reasonable efforts to accommodate these requests.

**Interview/Screening Committee & Selection Process**

- a. In order to provide equal opportunities for all candidates, strict confidentiality must be maintained regarding the interview questions and the topic(s) of the work sample(s). In addition, each committee member is responsible for integrity concerning any known conflicts of interests. The screening committee must preserve and respect the confidentiality and fairness of the screening and selection process at all times. If confidentiality is breached, or if prejudicial statements are repeated after a warning, Human Resources may disband the Committee.
- b. The appropriate Dean is responsible for forming a screening committee consisting of the Dean and at least one full-time faculty discipline expert. If no full-time faculty discipline expert is available, a full-time faculty in a related discipline may serve. The committee may also include individuals from other divisions or from outside of the College, as appropriate.
- c. The dean and the faculty member(s) (i.e. screening committee) shall have received training in equal opportunity employment before beginning the hiring process.
- d. 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. Each applicant interviewed must submit evidence of qualifications
- e. Using only pre-determined, job-related criteria, the screening committee will review the available applications and select for interview those applicants who most closely meet the stated qualifications as well as meet the needs of the division/department/program and the needs of a diverse student population.
- f. Interviews shall consist of questions but may include skill demonstration or other pre-determined assessments. The demonstration should reflect the candidate's ability to meet the needs of a varied student population, who will foster overall district effectiveness. If the division/department includes other forms of assessments outside of interview questions, this approach shall be applied to all candidates selected for interview.
- g. If a candidate(s) is selected, the Dean or designee will contact the candidate(s) to offer employment and inform them of hiring procedures. Upon the Dean or designee's notification to Human Resources that the offer has been made, a letter of "Notification and Acceptance of Assignment" will be mailed to them by the Human Resources Department.

**AP7210A PART TIME FACULTY RECRUITMENT AND FACULTY INTERNS**

- h. All screening committee procedures shall be documented in detail and maintained in a confidential College file for a period of three (3) years.

**Part time Faculty Pool**

Candidates not immediately selected to teach, but who meet qualifications, will be entered into a part-time faculty candidate pool maintained by Human Resources for use by each college. Applications will remain on file for one (1) year. Outside of the annual notification process, when the College(s) indicates a need, copies of applications will be forwarded upon request.

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.

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.

In the case where there are no qualified candidates in the pool, the division/department dean or designee may search outside of the pool following the above stated procedures.

Regular evaluation of part time faculty as per contract should guide the decision about whether to offer continued employment.

**Equivalency**

If an applicant is applying for equivalency, instructions on the application form direct them to complete and attach a separate application for equivalency. 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.

Applicants who satisfy the minimum qualifications (and those who have applied for equivalence) will be stored by discipline and maintained in the central Office of Human Resources applicant tracking system. Applicant materials will be retained by the applicant tracking system for a period of one (1) year.

**Faculty Interns**

The District may employ faculty interns under the provisions of Education Code section 87487 and Title 5 of the California Code of Regulations, sections 53500 et seq. The Department Chair and/or the Dean of any division may propose a faculty internship opening for a participating department prior to the beginning of a semester.

Faculty interns who are students shall meet the minimum qualifications described in Title 5, section 53502 and Subchapter and Section 87487 of the Education Code. Faculty interns may also include persons who meet the regular faculty state-mandated minimum qualifications but who lack teaching experience. The purposes of using faculty interns is to enhance the District's efforts at building a diverse faculty, to enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, particularly in disciplines for which recruitment is difficult, for disciplines in which a shortage of qualified faculty is anticipated, and for which current industry experience is important.