1410 Procedures

1411 Determination of Need - Instructors/Counselors/Librarians/Nurse

Faculty - Consults, advises and assists in the determination of need for new teaching staff.

Department/Division Chairperson - Coordinates the requests for personnel and forwards same to the Office of Instruction.

Vice President, Academic Affairs and Vice President, Student Services (whichever is appropriate) - In consultation with appropriate staff, analyzes all requests in terms of supporting data, (WSCH, enrollment trends, departmental goals and objectives, academic master plan, etc.) and forwards recommendations to the Division Chair Council (D.C.C.) and College Planning Committee (C.P.C.) in the case of Student Services.

College Planning Committee - Determines resources available for funding new personnel (level of funding only, not determination of priority) and forwards recommendation to the Cabinet and the Superintendent/President.

Superintendent/President - Approves/disapproves, modifies recommendations and forwards to the Board, or refers back to C.P.C. if disapproved or modified in any way.

1412 SELECTION OF CANDIDATES (FOR POSITIONS AS CONTRACT OR REGULAR INSTRUCTORS, COUNSELORS, NURSES, LIBRARIANS IN THE CREDIT PROGRAM).

1412.1 Recruitment

The Personnel Department shall recruit applications in accordance with the District Affirmative Action Policy.

1412.2 Announcement of Position

Upon approval of the personnel recommendations, the Personnel Department, in consultation with the appropriate administrative dean and the department head shall prepare a job announcement, job related evaluation factors, and interview questions which are consistent with the District Affirmative Action Policy. These selection devices must be prepared before the selection process may commence and shall include as a criterion evidence of a sensitivity to and understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds and disabilities of community college students.

1412.3 Screening, Minimum Qualifications, Equivalency

The selection committee, after studying the applications, will select a number (normally from 6 to 8) of the best qualified candidates to be interviewed. Additional qualified candidates may be selected for interview by the Director of Personnel/Affirmative Action Officer. The Affirmative Action Officer and the committee will jointly determine if the
District Affirmative Action Policy has been followed during the screening process. If there is a reasonable doubt about whether or not Affirmative Action policies have been followed, the Superintendent/President may direct that the selection process be re-initiated at any prior level.

When selecting the best qualified candidate for interview, the committee shall review all applications, transcripts, and other materials submitted by the candidates to determine that each either has met minimum qualifications for hire for that discipline; or, has an appropriate valid credential; or, has qualifications that are at least equivalent to the state minimum qualifications.

To determine equivalency, the committee shall review the evidence submitted by the applicant and determine whether the candidate possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. The burden of proof rests with the candidate.

If a candidate possessing the equivalent of the minimum qualifications is among the top three candidates to be forwarded to the Superintendent-President, the chair of the selection committee shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency (i.e., specific education, and other accomplishments), and evidence reviewed by the committee.

The Academic Senate, in consultation with the Director of Personnel and the Vice President, Academic Affairs, will develop and periodically review guidelines for determining equivalency. The Academic Freedom and Professional Standards Committee of the Academic Senate and the Personnel Department shall be informed by the committee chairperson of appointments of candidates based on equivalency to minimum qualifications.

The Board of Trustees shall be informed of the equivalency determination when the appointment is approved.

1412.4 Composition of Selection Committee

The selection committee shall be comprised of the appropriate administrative dean, the department head (head librarian/head counselor), and three to five full-time members of the department to be chosen by the department. Normally, there will be three department members, but the number may be increased to four or five if necessary to meet District Affirmative Action Committee composition requirements. The Director of Personnel/Affirmative Action Officer may serve as an ex officio member of the committee but shall have no vote.

If there are not three members of a department, the department shall make a selection from other qualified persons, but not necessarily restricted to members of the Santa Barbara City College certificated staff. Such selection shall be subject to approval by the Superintendent/President.
The committee must have minority and women representation. If no minorities or women are available in the department, representatives of the department shall consult with the chairperson of the Affirmative Action Committee in order to ensure implementation of the District Affirmative Action Policy.

The Department Chairperson shall serve as chairperson of the selection committee.

The selection committee shall both screen and interview applicants.

1412.5 Interviewing

Each interview committee shall receive legal/EEO orientation prior to the commencement of interviews as deemed appropriate by the Director of Personnel/Affirmative Action Officer. The selection committee shall interview candidates who have been recommended to be interviewed. Arrangements for interviews shall be made by the Personnel Department. Upon conclusion of the interviews, the selection committee shall meet and vote to determine the three best qualified candidates. After the vote, the department head will meet again with the Director of Personnel/Affirmative Action Officer to ensure that the District Affirmative Action Policy has been followed during the interviewing and voting. If there is a reasonable doubt about whether or not Affirmative Action policies have been followed, the Superintendent/President may direct that the selection process be reinitiated at any prior level. The recommended candidates may be interviewed by the Superintendent/President.

1412.6 Selection

The Superintendent/President will discuss with the department head the qualifications of the three best qualified candidates. The Superintendent/President will ensure that affirmative action requirements have been met in the screening and interviewing process. The Superintendent/President shall consider the recommended candidates, and if a candidate is to be appointed, make a recommendation of the best qualified candidate to the Board of Trustees.

1412.7 Review

This/her policy for the selection of contract or regular instructors, counselors, nurses, and librarians in the credit program will be monitored and the procedures as well as the results of the procedures will be reviewed at least annually by the Board of Trustees.

Section 1412: Revised, Board of Trustees Meeting 2/24/83
1413 CONTRACT NON-CREDIT INSTRUCTORS

1413.1 Announcement of Position

Upon approval of the Vice President, Continuing Education, the Personnel Department shall prepare a job announcement which is consistent with the District Affirmative Action policy.

1413.2 Composition of Selection Committee

The Selection Committee shall be comprised of the Vice President, Continuing Education Division, and three to five other individuals to be chosen by the Vice President, Continuing Education and confirmed by the Superintendent/President. The Committee will have minority and women representation. The Vice President, Continuing Education, shall serve as chairperson of the Selection Committee. The Committee shall both screen and interview applicants.

1413.3 Selection of a contract non-credit instructor shall follow the same procedures as outlined in 1412 for contract credit instructors.

1414 TEMPORARY CONTRACT OR HOURLY CREDIT CERTIFICATED PERSONNEL

1414.1 Except as noted, selection of candidates for temporary certificated positions shall be made by each department chairperson in accordance with procedures determined by the individual department. Names of candidates for such positions shall be forwarded to the appropriate Administrative Dean for approval and forwarded to the Superintendent/President. The Superintendent/President shall either approve the proposed candidate and forward the name to the Governing Board or disapprove and refer the recommendation back to the department for reconsideration.

Selection of candidates for temporary contract or hourly positions shall be made by each department chairperson in accordance with non-discriminatory procedures.

Department heads and area Deans are responsible for insuring that all contract or hourly faculty members meet the minimum qualifications for the discipline in which they are hired; or, possess valid credential for the discipline; or, qualifications which are equivalent to the state minimum qualifications.

To determine equivalency, the department head shall review the evidence submitted by the applicant and shall determine whether the applicant possesses qualifications that are at least equivalent to the minimum qualifications for the discipline. The burden of proof is with the applicant. The department head shall consult with other department faculty members and the area Dean before making the determination.

If equivalency is determined, the department head shall certify the equivalency by preparing a detailed statement describing the basis for the equivalency (i.e., specific education and other accomplishments) and what evidence the department head considered.
The certification of equivalency must be reviewed and approved by the Vice President or her/his designee before the applicant is approved by the Board of Trustees. The Academic Freedom and Professional Standards Committee and the Personnel Department shall be informed by the Vice President or her/his designee of all appointments of applicants, who claim equivalency of minimum qualifications.

Certification of equivalency of regular employees teaching outside the discipline of their principal assignment requires approval of the Vice President, Academic Affairs and Superintendent/President. The Board of Trustees shall be informed of the equivalency determination when the appointment is approved.

1414.2 In accordance with the District Affirmative Action Program plan, the College will periodically advertise part-time hourly faculty employment opportunities. The purpose will be to develop an Affirmative Action Applicant Pool of qualified candidates from underrepresented groups. The applicant pool will be maintained in the Personnel Department. The Personnel Department shall survey departments to determine anticipated departmental vacancies for advertisement each year. The vacancies shall be advertised by job announcement or other means.

1414.3 Department Heads with vacant positions shall consider the applicant pool for qualified candidates prior to making any final selections. Area Deans shall be responsible for ensuring that this procedure is followed and shall prepare an annual report regarding the number of vacancies in their area, and the number of individuals from underrepresented groups who are employed.

1415 TEMPORARY NON-CREDIT CERTIFICATED PERSONNEL

1415.1 Candidates for Temporary Non-Credit program positions in the Continuing Education Division shall be interviewed by the administrative staff as appropriate. Names of candidates shall be forwarded to the Vice President, Continuing Education and Superintendent/President for approval. The Vice President and the Superintendent/President shall either approve the proposed candidates and forward the names to the Governing Board or disapprove and refer the recommendations back for reconsideration.

1415.2 In compliance with Education Code Section 87102, as enacted by AB 1725, Chapter 973, the Continuing Education Division shall follow a procedure that will encourage more applicants and more hires from underrepresented groups. The procedure will involve the publication and promulgation of a job announcement during the fall of each academic year. The job announcement will list potential part-time teaching opportunities and will be produced and promoted in September.
1415.3 Promotion of the part-time teaching opportunities will be through Newspaper ads and the use of the District Affirmative Action mailing list. Applications will be sent out on request and underrepresented applicants will be identified and tracked through the employment process. Programmers will be encouraged to employ qualified individuals from underrepresented groups. At the end of each academic year, an annual report will be issued indicating the means of promotion, total number of applicants, number of individuals who apply from underrepresented groups, and number of individuals from underrepresented groups who are employed.

1416 60% Employment Rule

Temporary Certificated employees normally will not be allowed to work over 60% of the hours per week considered to be a full time assignment. Prior to employment of any temporary certificated employee over 60%, express authorization to do so must be obtained from the Superintendent/President.

Under no circumstances shall any certificated temporary employee be employed by the District in assignments of over 60% for more than two (2) semesters within any period of three (3) consecutive college years. In computing 60% employment, both credit and non-credit hours of instruction will be added together.

The Vice President, Academic Affairs is responsible for insuring that the provision of this/her section are complied with and shall consult with the Vice President, Continuing Education to insure that temporary certificated employees are not assigned over 60%.

1417 Application of Affirmative Action Policy.

At all stages of selection of candidates for certificated positions, the District Affirmative Action Policy shall apply. Applicable procedures for implementing this/her policy shall be followed.

1418 Approval of Appointments.

Appointments to certificated positions are made only by the Governing Board.

1419 Appointment and Notification.

Upon approval by the Governing Board of an appointment to a certificated position, the appointee shall be notified by the Personnel Department. Each certificated appointee shall be provided with a written statement of his/her status of employment.

1420 Employment Requirements.

Prior to assuming duties as a certificated employee, appointees shall meet the following requirements:
All Certificated Employees

1. File a valid credential with the County Superintendent of Schools, appropriate for the subject area(s) in which the employee will be responsible.

2. File a Loyalty Oath.

3. Undergo an examination for freedom from tuberculosis (except as otherwise provided in Education Code Section 76406, concerning exemption for persons who adhere to the faith or teachings of any well-recognized religious sect). In order to continue employment with the District, the employee must provide, each four years, evidence of a chest x-ray or an approved intradermal tuberculin test demonstrating freedom from tuberculosis.

4. Complete all processing required by the Personnel and Payroll Offices.

All Certificated Regular Contract Employees

1. Undergo a general physical examination (including a pelvic examination for women), certain laboratory tests, vision and hearing examinations.

dk 262/14