

Education Code Sections 87100 et seq., 87400, and 88003; Title 5 of the California Code of Regulations, sections 53012 et seq., ACCJC Accreditation Standard III.A; District EEO & Diversity Plan

The District shall recruit and hire highly qualified employees who are skilled in serving the needs of a culturally and ethnically diverse student population, dedicated to the mission of meeting the educational and workforce needs of the Salinas Valley, and who embrace the "Student First" values of the college.

Consistent with Title 5's requirements for the recruitment and hiring of individuals so that all qualified individuals have an equal opportunity for employment and advancement in employment, the District uses a variety of recruitment efforts to attract qualified applicants to its workforce. The District will continually make efforts to build and develop contacts for new recruitment sources that help ensure a broad and diverse pool of candidates.

The District actively recruits from both within and outside the District work force to attract qualified applicants for all vacancies. This shall include outreach designed to ensure that all persons are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all full-time and part-time vacancies in all job categories and classifications, including faculty, classified employees, confidential employees, categorically funded positions, the superintendent/president (see BP 2431 Selection of the Superintendent/President) and all executive and administrative positions.

Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry.

Recruitment for part-time faculty positions may be conducted separately for each vacancy or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.

“In-house or promotional only” recruitments are not favored, and shall be used in only limited circumstances, e.g., to fill a management position on an interim basis for the minimum time necessary to allow for full and open recruitment (and never for longer than two years).

If the District invokes the provision for in-house interim appointments or the exception under 53021(c)(7) for engaging an administrator through a professional services contract, the superintendent/president or his or her designee will first notify the governing board and the Equal Employment Opportunity Advisory Committee in writing of the compelling reason to limit the persons who may be considered for a vacancy in a job category where underrepresentation persists.

The District shall set its recruitment periods so that it can maximize the opportunity to get a broad, diverse pool of qualified candidates for consideration. The following guidance will be used to set minimum recruitment periods, though the District will use its experience in recruiting for particular disciplines or positions to shorten or lengthen the time period, with the approval of the Chief Human Resources Officer (CHRO) in order to achieve the above objective. The District also may extend recruitment periods if that objective has not been met by the original recruitment period.

Educational Administrators – 4 weeks
Classified Administrators – 4 weeks
Full-time faculty – 4 weeks
Part-time faculty – open, continuous recruitment
Confidential staff – 2 weeks
Classified staff – 2 weeks

For recruitments that specify a priority recruitment or first review deadline, and state that the recruitment is “open until filled,” the District will consider all applications received before the priority or first review deadline, and also will consider those applications received before the Committee begins its screening.

Recruitment for all open positions will normally include, but not be limited to, placement of job announcements in the following instruments:

- (1) General circulation publications, including electronic media.
- (2) Local and regional community newspapers or job boards.
- (3) Print publications and electronic media that are distributed to the general market and to newspapers, and publications whose primary audience is comprised of groups found to be underrepresented in the District’s workforce.
- (4) California Community Colleges Equal Employment Opportunity Job Registry.

committee members, including CSEA unit members, for the Human Resources Office to invite on the committee.

For positions in the Local 39 bargaining unit, the committee chair will select at least one unit member with appropriate knowledge and experience of the position being recruited, and may include additional employees (managers or other classified or confidential staff) for the Human Resources Office to invite on the committee.

For positions in the confidential staff, the committee chair will select a confidential staff member with appropriate knowledge and experience of the position being recruited, and may include additional employees (managers or other classified or confidential, staff) for the Human Resources Office to invite on the committee.

Students: When committees include student representatives, the Director of Student Life will make recomme2 388e-4(e)-r0 516.79ontEMC /P (ed)-6(ge)-4T1tatives 316.25 634.66 Tm0 g[L]

Committee members must understand and agree to confidentiality and conflict of interest rules and requirements, including rules contained in the District's Anti-Nepotism Policy (BP and AP 7310). All committee members will sign a statement acknowledging the assumption of their duties as committee members.

In the event that a person appointed to or recommended to serve on a screening and interview committee has previously committed misconduct in connection with Hartnell recruitment activities, that person will not be allowed to serve. In that event, the appointing body or individual will be requested to provide a different appointment, or the committee chair manager may recommend to the CHRO a replacement.

Committee members will review the job description and announcement, including the minimum qualifications and preferred or desired qualifications. With the guidance of the CHRO or designee to limit its screening and inquiries to job-related criteria, and under the leadership of the committee chair, members are responsible to develop screening criteria, scales, rubrics, and forms to use during the screening process, and questions, scales, rubrics, and forms to use during the interviews. The committee also should agree on an appropriate follow-up questions procedure. All screening criteria will be decided on before any applications are reviewed by the committee.

The committee also will determine whether the position requires any pre-employment tests

to the provisions of the confidentiality agreement and these procedures in order to participate in the screening and interviewing processes. Employees will be advised that if they fail to follow these provisions, they shall not be permitted to participate in the screening and interviewing processes, and may be disqualified from sitting on future committees.

- 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 instructors, counselors, librarians, instructional specialists, and those designated as faculty employees.

- Regular academic and classified executive, administrative, supervisory, and management personnel.

- The time allowed for advertising and accepting employment applications for vacant positions. It is the intent of the District that identification of vacancies and the initiation of the recruitment processes are scheduled early enough to allow for all procedures to be undertaken in a thorough and thoughtful manner, and ensuring completion well in advance of employment. The length of this period should allow for adequate distribution of the job announcement and response time to provide a diverse pool of qualified applicants.

- The group of individuals selected to participate in the confidential process used for screening prospective employees and recommending them for final interview (faculty or management) or hire (classified or confidential).

- Every member of the screening and interview committee must have participated in a recent training on best practices in diversity hiring. "Recent" means within the last three years. It is each committee member's obligation to immediately report any concerns about whether appropriate hiring processes are followed and equal employment opportunities are provided for all applicants. These reports must be made to the CHRO or designee.

- The first meeting of the screening and interview committee. The activities during this meeting include an orientation of the screening and selection processes and procedures, reviewing confidentiality obligations and signing confidentiality and conflict of interest agreement, agreeing on recommended screening criteria and interview questions, and scheduling all future committee meeting dates.

It is the intent of the District that approval of open positions and initiation of the hiring process be early enough to allow for all procedures to be undertaken in a thorough manner, ensuring that the hiring process is completed during the academic year, whenever possible, and well in advance of employment.

Other than replacements, or positions required and identified in grants, the identification of faculty positions to hire will be cooperatively determined through a well-defined planning process involving college administrators, the academic senate, and other faculty.

The following sequential procedures will be used for the identification and filling of regular faculty positions:

- 1.

additional requirements are likely to result in better pools, considering that listing additional requirements may limit the applicant pool, and may limit equal employment opportunities.

The written results of this review by the department will be promptly returned to the Human Resources Office, who will be responsible for creating the final announcement to post.

Discipline faculty also should suggest professional organizations, list-serves, conferences, websites, journals, or other sources for posting the job announcements. After the job is posted, the Human Resources Office will send a notice to all employees, who will be encouraged to share the announcement widely.

Consistent with Title 5, section 53024, all screening and interview committees should have diverse membership, considering such factors as gender, race, ethnicity, age, and experience in the field and at Hartnell. Committees shall consist of:

1. The department administrator, who shall serve as committee chair.
2. Three faculty members, two in the discipline being hired or a closely related discipline, and one of whom is from outside of the discipline, the intention of which is to widen the range of educational

principles. When the final candidates are forwarded to the superintendent/president for final interview, the CHRO/EEO Officer will confirm in writing that the evaluation procedures were in conformance.

At the conclusion of all interviews and teaching demonstrations, the committee chair will lead the committee on a discussion of candidates, to arrive at a list of two to four candidates, unranked, that the committee recommends for final consideration by the superintendent/president. Selection of these finalists is an endorsement that any of the forwarded finalists would be acceptable hires.

The superintendent/president will conduct a final interview of the recommended candidates with the appropriate vice president and the immediate supervisor of the position in recruitment, and make his or her selection of the top candidate or candidates. The committee chair will conduct reference checks of the top one or two candidates, which references should include the most recent supervisor, and supervisors and peers in positions with sufficient similarity to enable them to render reasonable, informed opinions of the candidate's likelihood for success in a teaching position at Hartnell.

After reviewing the reference checks and the salary recommendation made by the Human Resources Office (according to education and experience as laid out in the collective bargaining agreement), the superintendent/president or designee will make an offer to the top candidate, and instruct the Human Resources Office to initiate the job offer letter and acceptance process.

The offer letter will announce the position, the recommended salary, which is certified after the receipt of original transcripts and verification of prior employment, and that the offer is conditioned on the results of a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the superintendent/president does not recommend the hire of any candidate forwarded for consideration, he or she will discuss next steps with the CHRO and the committee chair, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the immediate supervisor of the position in recruitment should review the job announcement and recommend any adjustments he or she deems advisable to attract a pool better-suited for the position.

In addition to the general processes described above, the recruitment of administrators will follow these procedures:

If, after the selection processes are completed, the superintendent/president does not recommend the hire of any candidate forwarded for consideration, he or she will discuss next steps with the CHRO

Consistent with Title 5, section 53024, all screening and interview committees should have diverse membership, considering such factors as gender, race, ethnicity, age, and experience in the field and at Hartnell. Committees shall consist of:

1. The department administrator, who shall serve as committee chair.
2. At least one classified or confidential staff member. For positions in the CSEA bargaining unit, the CSEA President shall be given the opportunity to appoint that member.
3. At least one other employee, who may be recommended by the committee chair.

and that the offer is conditioned on a Department of Justice background check and ratification of hire by the Board of Trustees.

If, after the selection processes are completed, the committee chair or superintendent/president does not recommend the hire of any candidate forwarded for consideration, he or she will discuss next steps with the CHRO, which steps may include going back further into the pool, reopening the search, hiring an interim, or declaring the search a failed search. Before reopening a failed search, the committee chair should review the job announcement and recommend any adjustments he or she deems advisable to attract a pool better-suited for the position.

The recruitment of part-time faculty is an ongoing, continuous process which is initiated by a request from deans or directors to the Human Resources Office to seek a pool of qualified candidates in a particular discipli

Applicants must submit applications to the Human Resources Office using the online applicant tracking system, along with all requested documents, including cover letter, diversity statement, copies of transcripts, and resumes.

When the CHRO or designee releases the applicant pool to the screening committee, he or she will also advise the committee whether they must screen for minimum qualifications, or whether the released pool already has been screened for minimum qualifications.

The screening and interview committee will consist of the area dean or director, who shall serve as chair, and at least one in-discipline faculty member. The committee has the same obligations of confidentiality and fairness as they would if they were sitting on a screening committee for any other position.

The committee will require appropriate teaching demonstrations, writing samples, and/or other performance indicators related to the position. The candidate shall be apprised in advance if such additional performance indicators are to be part of the interviewing process. Teaching demonstrations, writing samples, and/or performance indicators normally shall be established by faculty within the discipline or a closely aligned discipline.

At the conclusion of all the interview and teaching demonstrations, the committee will discuss whether they would like to offer the candidate a contract to teach a particular course or courses, or in the case of counselors and librarians, a contract to provide particular services at particular times.

The committee chair will conduct reference checks of each candidate who is being considered for a part-time faculty assignment, and submit the reference checks to the Human Resources Office, along with a report of which candidates are being given new hire paperwork by their departments so that the Human Resources Office can establish personnel files for them along with salary placement determinations.

The District will attempt to involve discipline faculty as much as possible when an emergency presents an immediate need to find a part-time faculty replacement, but may truncate timelines and steps in order to provide uninterrupted instruction to students. If a part-time faculty member is hired outside the normal part-time faculty hiring recruitment process, or without the assistance of discipline faculty, that person will be designated an emergency hire, and can be engaged for only one semester unless the candidate subsequently goes through the application and recruitment process as outlined in this document.

Approved by Superintendent/President: May 21, 2019
See BP 3420 and AP 3420