

**AP 7120a ACADEMIC AND CLASSIFIED ADMINISTRATORS
RECRUITMENT AND HIRING**

References:

Education Code 70901.2, 70902(b)(7)(d) and 87100 et seq.;
Title 5 Sections 53000 et seq., 51023.5;
Accreditation Standard III.1.A, IV B.1.j

ACADEMIC AND CLASSIFIED ADMINISTRATORS

All management employees are hired into supervisory, classified management, or academic (educational) administrative positions following the steps established below:

1. Identify a Position and Develop Hiring Plan
 - a. After the position is approved, placement is established and funding is secured, the Hiring Manager will create a Management on-line posting request at <http://jobs.rccd.edu/hr>. The on-line request will include the recommended search committee members, budget code(s), advertising recommendations, job description, supplemental questions for applicants, etc.
 - (1) Only the current job description on file in the Diversity and Human Resources Office is the source to create a template for the on-line posting.
 - (2) To make any changes to the job description, or restructuring of a position, the changes must be discussed with, and approved by, the Director, Diversity and Human Resources prior to posting.
 - (3) Standards and criteria for employment must clearly be stated in the job posting. These shall include that all classified managers hired by the Riverside Community College District must possess, prior to the initial interview, the minimum qualifications pursuant to Education Code.

- (4) For new positions, managers will submit a proposed job description, using the DHR job description format, to the District, Diversity and Human Resources. The Director will work with the hiring manager to finalize the job description and submit for grading using the current job evaluation structure.
 - (5) For classified supervisors and management, the job description will include a requirement to: Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.
 - (6) For academic management (educational administrators), the job description will include a requirement: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).
- b. The Hiring Manager will electronically forward the posting request through the on-line applicant tracking system. A typical approval workflow is Director, Dean, Vice President, Vice President of Business Services, President and/or Vice Chancellor for review and approval. If any one of them feels that changes are needed, the posting request will be sent back to the Hiring Manager with a rationale for the changes.
 - c. If there are no changes, the Vice Chancellor or President will electronically forward the posting request to the Budget Office to verify budget code(s) and budget capacity. Any concerns relative to budget will be communicated to the Hiring Manager for resolution.
 - d. The posting request will then be electronically forwarded by the Budget Office to the Office of Diversity, Equity and Compliance for review, who will then forward it to the Office of Diversity and Human Resources for review. Any concerns, including those regarding equity and diversity, will be communicated to the Hiring Manager for resolution.

2. Search Committee Composition

- a. The Hiring Manager will identify the members to serve on the search committee. The individuals selected to a search committee should have knowledge of, and a vested interest in, the position.

- b. The search committee should be composed of five (5) to six (6) individuals of which may include management, faculty, classified confidential, and/or classified staff. As appropriate, a search committee may include a student, community and/or faculty emeriti representatives. Due consideration shall be given to diversity and equity.
 - c. The composition of the search committee will be reviewed and approved by the Director of Diversity, Equity and Compliance.
 - d. The Diversity and Human Resources Office will make sure that the search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training program prior to any participation in the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination.
 - e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. "Members of the immediate family" as defined by BP 7310, mean those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: spouse, domestic partner, parents, grandparents, siblings, children, grandchildren, children for which the employee or spouse is a legal guardian, foster child, foster parent, uncles, aunts, nieces, nephews and in-laws or any other relative living in the employee's home.
3. Announcement of Recruitment
- a. The Diversity and Human Resources Office will post the position on-line.
 - b. The position will be advertised so as to encourage a broad applicant pool. The Diversity and Human Resources Office will typically advertise the vacancy in standard publications and websites, including, but not limited to the District web-site, in the local newspapers, Insidehighered.com, Higherjobs.com, Southern California Higher Education Recruitment Consortium, California Community Colleges Registry and Caljobs.ca.gov. The Hiring Manager may recommend additional advertising sources.

**AP 7120b CLASSIFIED AND CLASSIFIED-CONFIDENTIAL
RECRUITMENT AND HIRING**

References:

Education Code 70901.2, 70902(b)(7)(d) and 87100 et seq.;
Title 5 Sections 53000 et seq., 51023.5;
Accreditation Standard III.1.A, IV B.1.j

All classified and classified confidential employees are hired into full-time or permanent part-time positions following the steps established below:

1. Identify a Position and Develop Hiring Plan
 - a. After securing funding for new, restructured or replacement positions, the Hiring Manager will create a Classified or a Classified Confidential on-line posting request at <http://jobs.rccd.edu/hr>. The on-line request will include the recommended selection committee members, budget allocation, work days, work hours, advertising recommendations, job description, supplemental questions for applicants, etc.
 - (1) Only the current job description on file in the Diversity and Human Resources Office will be used for the template to create a job posting.
 - (2) To make changes to the job description or restructure a position, the Hiring Manager must contact the Director, Diversity and Human Resources. If a classified bargaining unit job description is substantially changed or the position is being restructured, the Diversity and Human Resources representative will negotiate the rate of pay with CSEA according to the bargaining unit agreement. Once an agreement is made, CSEA will document their approval and Diversity and Human Resources will maintain the documentation and notify the Hiring Manager of the approval.
 - (3) The job description will include a requirement to demonstrate clear evidence of sensitivity to and understanding of the

diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

- b. The Hiring Manager will electronically forward the posting request through the on-line applicant tracking system. A typical approval workflow is Director, Dean, Vice President, Vice President of Business Services, President and/or Vice Chancellor for review and approval. If any one of them feels that changes are needed, the posting request will be sent back to the Hiring Manager with a rationale for the changes.
 - c. If there are no changes, the Vice Chancellor or President will electronically forward the posting request to Budget Control for approval.
 - d. The posting request will then be electronically forwarded by Budget Control to the Office of Diversity, Equity and Compliance for review, who will then forward it to the Office of Diversity and Human Resources for review. Any concerns, including those regarding equity and diversity, will be communicated to the Hiring Manager for resolution.
2. Search Committee Composition
- a. The Hiring Manager will identify the members to serve on the search committee. The individuals selected to a search committee should have knowledge of, and a vested interest in, the position.
 - b. The search committee should be composed of five (5) or six (6) individuals which may include management, faculty, classified confidential, and classified staff. As appropriate, a search committee may include a student, community representative, and/or faculty emeriti. The Hiring Manager shall give consideration to diversity and equity when composing the search committee.
 - c. The composition of the search committee will be reviewed and approved by the Director, Diversity, Equity and Compliance.
 - d. The Diversity and Human Resources Office will make sure search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training program prior to any participation in

the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination.

- e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. "Members of the immediate family" as defined by BP 7310, mean those relatives or step-relatives bearing the following relationships to the employee or the employee's spouse: spouse, domestic partner, parents, grandparents, siblings, children, grandchildren, children for which the employee or spouse is a legal guardian, foster child, foster parent, uncles, aunts, nieces, nephews and in-laws or any other relative living in the employee's home.
3. Announcement of Recruitment
- a. The Diversity and Human Resources Office will post the position on-line.
 - b. The position will be advertised so as to encourage a broad applicant pool. The Diversity and Human Resources Office will typically advertise the vacancy in standard publications and websites, including, but not limited to the District web-site, in the local newspapers, Insidehighered.com, Higherredjobs.com, Southern California Higher Education Recruitment Consortium, California Community Colleges Registry and Caljobs.ca.gov. The Hiring Manager may recommend additional advertising sources.
 - c. The Office of Diversity, Equity and Compliance will review the applicant pool with regard to potential impact on underrepresented groups per EEO regulations, as required by Title 5.
 - d. The Diversity and Human Resources Office will be responsible for managing the paperwork and ensuring that the process includes the following:
 - (1) Applicants apply on-line for available positions.
 - (2) Screening and selection process conform to Title 5, which includes references to the screening or selection techniques, including the procedure for developing broad interview topics, and the selection process as a whole.
 - (3) Transfer and Promotional process follow the bargaining unit agreement.

AP 7120c FULL-TIME FACULTY RECRUITMENT AND HIRING

Reference:

Education Code 87360;
Title 5 §53000 et seq.; §53200; §53203 (f);
Accreditation Standard III.A.1

All full-time faculty members hired into tenure-track positions will be hired in accordance with the procedures established below:

Overview:

Human resources planning is part of the annual program review process and is integrated into the strategic planning process. Through program review, each discipline, administrative unit and student services unit submits its requests for positions and supports those requests with statistical data and narrative that takes into account the college's mission and goals. The appropriate college departments, councils, and committees review requests and recommendations are forwarded to the Academic Senates and the College President's cabinet for approval.

Procedures:

1. Identify a Position and Develop Hiring Plan
 - a. The need for a faculty position will be identified by departments and justified by annually updated program reviews and department academic plans.
 - (1) Each College in consultation with the Academic Senate, will develop a suggested prioritized list and rationale for faculty positions, which will be submitted to the College President. In preparing the list, due consideration will be given to the District guidelines for requested faculty positions. The college President will submit recommendations to the Chancellor.
 - (2) The Chancellor will make the final determination about the hiring plan.

- (3) In special circumstances, such as the availability of categorical funding, the college President makes the final determination about a hiring need outside the plan in consultation with the department or discipline involved, as well as the Academic Senate.
 - b. The Department Chair and affected discipline faculty will prepare a draft job description in consultation with the Vice President of Academic Affairs and/or Dean. In this process, they must consult and reach agreement with the District's subject-matter/discipline experts (SMEs) and, if necessary, with outside subject matter/discipline expertise in order to prepare the most appropriate job description.
 - c. The draft job description will be forwarded to Human Resources and Employee Relations for creation of a template to be used for the on-line posting.
 - d. The Department Chair or Dean will then use the template to submit an on-line posting request at jobs.rcc.edu/hr.
- (1) In creating the job description, both the needs of the college and the needs of the discipline will be considered. The job description must be detailed in terms of the programmatic needs of the college, including a description of the discipline and areas of expertise within that discipline that the faculty member should be prepared to teach.
 - (2) The job description will include a requirement for sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students per California Code of Regulations, Title 5, §53000 et seq.
 - (3) Standards and criteria for employment must be clearly stated in the job posting. These shall include that all full-time faculty members hired by the Riverside Community College District must possess, prior to the initial interview, the minimum qualifications, pursuant to Education Code, or will be certified to possess equivalent qualifications through a process established by the Academic Senate and the District Board.
 - (4) Pursuant to Title 5, when any standards exceeding minimum qualifications are applied, appropriate steps must be taken to eliminate any impact to monitored groups.

- (5) The on-line posting request will be electronically forwarded to the hiring college's Dean, Vice President of Academic Affairs, Vice President of Business Services and the President for approval. If any one of them believes that changes are needed, the posting will be sent back for the department's consultation and approval.
- (6) The posting request will be electronically forwarded to the Chancellor for approval, who will forward the document to the Budget Office, for verification of available funding and budget codes.
- (7) The posting request will then be electronically forwarded by the Budget Office to Human Resources and Employee Relations for review of the screening and interview committee composition, who will then forward it to Human Resources and Employee Relations for review. Any concerns, including those regarding equity and diversity, will be communicated to the Department Chair, SMEs, Dean and/or the college Vice President of Academic Affairs for resolution.
- (8) Human Resources and Employee Relations then prepares the final posting. A copy of that notice, in draft form, shall be shared with the Department Chair who will share it with the SMEs before the posting is made public. If there are any changes required, Human Resources and Employee Relations will include those in the posting for publication. The Department Chair will inform Human Resources and Employee Relations of any issues with the posting within three (3) working days.

2. Search Committee Composition

- a. The first-level composition of the Hiring Committee will consist of five (5) faculty members, which includes the Department Chair or designee. The committee should balance 1) the faculty with subject-matter expertise available in the District, 2) the fact that the potential hire is a District employee and 3) the fact that the potential hire will teach at a particular college. To accomplish this, the Department Chair on the hiring college will work with the members of the affected discipline and the college Vice President of Academic Affairs/Dean to select the other four (4) faculty members. Per Title 5, §53203 (f), the hiring college's Academic Senate President shall confirm the Hiring Committee's appointment of faculty.

All hiring committees shall have at a minimum three (3) faculty members chosen from District's full-time, tenured discipline subject-matter experts ("SMEs"), with two (2) SMEs coming from the hiring college's faculty and one (1) coming from another college in the district. Due consideration will be given to diversity and equity.

- (1) If the hiring college's faculty does not have two SMEs to serve on the committee, then members will be chosen from the District-wide discipline. A hiring college with a single SME in the hiring discipline may work with the Department Chair and the other SMEs from the District to choose one (1) faculty member at the hiring college who has a Faculty Service Area (FSA) in the discipline or expertise in a closely related discipline to serve on the committee.
 - (2) When there are insufficient SMEs in the district-wide discipline, then faculty who hold equivalency Faculty Service Areas (FSAs) in the discipline will be considered, with FSAs at the hiring college being given first consideration.
 - (3) When there are insufficient faculty who are SMEs or hold FSAs in the District, then the members of the discipline will confer with the department chair at the hiring college in order to fill any vacant spots with college faculty who have expertise in a closely-related discipline.
 - (4) If the college does not have enough SMEs from a closely related discipline, then faculty with closely related SMEs from other colleges in the District will be considered. (NOTE: In 2a (1)-(3) above, the requirements may be filled by RCCD retired SMEs, as determined by the District-wide discipline).
 - (5) If there are not enough faculty who are SMEs or are SMEs in a closely related discipline available within the District, SMEs from outside the District may be appointed.
 - (6) Priority will be given to tenured faculty; however, non-tenured faculty in the discipline may be appointed, per 2a above, and in consultation with the District's SMEs, if tenured faculty are not available.
 - (7) Vocational disciplines may appoint industry or community experts.
- b. The Department Chair or their designee will serve as the fifth member of the committee and act as the Search Committee chair.
 - c. In giving due consideration to diversity and equity, Human Resources and Employee Relations may, at its discretion, and in consultation with the affected discipline and the Department Chair, Vice President of Academic Affairs and the Academic Senate at the hiring college, add an additional faculty member to the committee.

- d. Human Resources and Employee Relations will make sure that the search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each committee member shall be required to participate in an EEO training workshop, within two years, prior to any participation in the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination. See Title V and the District's appropriate board policy on EEO training.
- e. Employees of the District shall not initiate or participate in any decisions relating to the employment of any members of their immediate family. See the relevant Board Policy on nepotism. It is the search committee member's responsibility to recognize immediate family relationships, conflict of interest or potential bias and disclose that information to the Human Resources and Employee Relations staff.
- f. The recommended committee members will be communicated to the college Vice President of Academic Affairs who will work collaboratively with the Department Chair to finalize the committee membership.

3. Transfer Requests

Transfer requests will be processed in accordance with the Agreement between the Riverside Community College Chapter CCA/CTA /NEA and the Riverside Community College District.

4. Announcement of Recruitment

- a. Human Resources and Employee Relations will post the position on-line.
- b. Human Resources Office will be responsible for managing the paperwork and ensuring the process includes the following:
 - (1) Applicants will need to apply on-line for positions available.
 - (2) The screening and selection process shall conform to Title 5 and the EEO Plan, which includes references to the screening or selection techniques, including the procedure for developing broad interview topics and the selection process as a whole.

The position will be advertised so as to encourage a broad applicant pool. Human Resources and Employee Relations will advertise the vacancy in standard publications and websites. The Department and the discipline members are encouraged to be pro-active in recruiting a diverse pool of outstanding applicants. The Department may recommend additional advertising sources.

**AP 7120e TEMPORARY/CASUAL LONG-TERM FACULTY
RECRUITMENT AND HIRING**

Reference:

Accreditation Standard IV B.1.j.

All temporary/causal long-term faculty will be hired in accordance with the steps established below:

1. Identify a Position
 - a. A vacancy is identified by the department chair and the appropriate Dean is notified.
 - b. The Dean notifies the appropriate Vice President that a vacancy exists.
 - c. The Vice President notifies the Academic Senate President that a vacancy exists and they jointly decide whether special circumstances warrant hiring temporary full-time faculty. These special circumstances include the following:
 - 1) The position can be covered only by full-time faculty.
 - 2) The position is to cover unexpected leave.
 - 3) The position is for a visiting professor.
 - 4) The program is under development.
 - 5) A special opportunity exists with regard to underrepresented groups.
 - 6) Time constraints do not permit a full recruitment.
2. Hiring Plan
 - a. The Department Chair will submit an on-line posting request.
 - b. The job description must be detailed in terms of the programmatic needs of the college, including a description of the discipline and areas of expertise within the discipline that the faculty member should be prepared to teach.

- c. The job description will include a requirement for sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students per Title 5.
 - d. Standards and criteria for employment must be clearly stated in the job posting. These shall include that all faculty members hired by the District must possess, prior to the initial interview, the minimum qualifications, pursuant to Education Code, or will be certified to possess equivalent qualifications through a process established by the Academic Senate and the Board of Trustees.
 - e. Pursuant to Title 5, when any standards exceeding minimum qualifications are applied, the Office of Diversity, Equity and Compliance may take appropriate steps to eliminate any impact to underrepresented groups.
 - f. The on-line posting request will be electronically forwarded to the campus/college Dean, Vice President, and President for approval. If any one of them feels that changes are needed, the posting will be sent back to the department with a rationale for the changes.
 - g. Once the request is approved and routed to Diversity and Human Resources for development of the posting notice, a copy of that notice, in draft form, shall be shared with the Chair of the Department before the posting is made public. If there are any changes required, Diversity and Human Resources will include those in the posting for publication.
3. Search Committee
- a. A three-person panel consisting of the Dean, the Department Chair, and a faculty member from the appropriate discipline, selected by the Department Chair, will serve as the search committee. In the case where there is no available faculty member in the appropriate discipline, the Department Chair will select one faculty member from a related discipline. Career and Technical disciplines may appoint industry or community experts. The Department Chair will act as the Chair of the search committee.
 - b. The Diversity and Human Resources Department will make sure that search committee members are aware of the importance of providing fair and thorough applicant screening, and of the interview and selection processes that conform to principles of equal employment opportunity (EEO). Each

committee member shall be required to participate in an EEO training workshop prior to any participation in the selection process to assure that the members are sensitive to the concept of fairness and non-discrimination.

- c. No current employee shall participate in any decisions relating to the employment of any person related to them by either birth or marriage in compliance with the Board Policy regarding Nepotism.
4. Diversity Review and Budget Approval
- a. The campus/college President will forward the request to Budget Control, for verification of available funding and budget codes.
 - b. The posting request will then be electronically forwarded to the Director, Diversity, Equity and Compliance for review, who will then forward it to the Office of Diversity and Human Resources for review and posting. Any concerns including those regarding equity and diversity, will be communicated to the Department Chair and/or the Dean for resolution.
5. Announcement of Recruitment
- a. The Diversity and Human Resources Department will post the position on-line.
 - b. The Diversity and Human Resources Department will be responsible for managing paperwork and ensuring the process includes the following:
 - (1) Applicants will need to apply on-line to be included in the available pool. The available pool of applicants may be obtained by:
 - (a) Advertising the vacancy in standard publications and websites (local newspapers, the Chronicle of Higher Education, minority publications, RCCD website, HigherEdJobs.com, InsideHigherEd.com, SoCalHERC.com, California Community College Registry, etc.) The department and the discipline members are encouraged to be pro-active in recruiting a diverse pool of outstanding applicants. The Department may recommend additional advertising sources.