

Human Resources

This legally advised procedure is due for review as part of the regular review process. Compared to CCLC model procedure. There were updates in 2016 and 2018. Mirrors CCLC up to "Recruitment Process". Removed "quarter" references since COM schedules on semester basis. Formatting updated and HR track changes implemented. This is a 10+1. Mici 2-16-2023 and 10-25-2023
 Changes as noted (formatting and numbering cleanup to be completed). Nikki/Human Resources
 To Academic Senate 10-25-2023
 Copy to Mia/General Counsel 10-25-2023

AP 7212 TEMPORARY FACULTY

References:

Education Code Sections [53406](#), [80435](#), 87481, 87482, [and](#) 87482.5

Education Code Section 87481

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. ~~(Education Code Section 87481)~~

Education Code Section 87482

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester ~~or quarter~~ because of the higher enrollment of students during that semester ~~or quarter~~ as compared to the other semester ~~or quarter~~ in the academic year, or because a faculty member has been granted leave for a semester, ~~quarter~~, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester ~~or quarter~~. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years. ~~No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years. (Education Code Section 87482)~~

Education Code Section 87482.5

A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years ~~between July 1, 2007 and June 30, 2014~~ as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are 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. ~~However, any agreement prior to~~

~~January 1, 2009, to limit temporary employees to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status. (Education Code Section 87482.5)~~

I. General Provisions

A. Equal Employment Opportunity (EEO)

Commitment to Diversity: In all phases of recruitment and hiring, equal opportunity shall be afforded to all employees and applicants for employment without discrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, gender identity, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or because the employee or applicant is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Equal employment opportunity issues are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

Screening for temporary faculty shall be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

B. Part-time Temporary Faculty Employees

Human Resources will have primary responsibility for implementing Administrative Procedures for the employment of part-time faculty employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines.

II. Recruitment Methods for Part-time Temporary Faculty

~~In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and screening will be conducted for most disciplines, allowing for the continuous recruitment of part-time faculty. The determination whether a discipline warrants year-round recruiting will be made collectively by Human Resources and the administrative dean/director. Once submitted, pool applications will be held for one year. After the one-year period, applicants who have not been appointed to the pool may re-apply.~~

Recruitment:

~~In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and screening will be conducted, allowing for the continuous recruitment of part-time faculty. Applications for all disciplines or programs will be accepted throughout the year. Once screened, applications will be held for one year. After the one-year period, applicants who have not been hired will be notified by the Human Resources Departments that they may update their application and have it kept on file.~~

Exceptions:

If an unanticipated hire is needed, an expedited interview process will be conducted. However, all individuals must have a completed application packet on file with the Human Resources Office and must meet minimum qualifications prior to the beginning of the assignment.

A. Screening Committee Structure

A screening committee for each discipline recruited will be formed.

1. The Superintendent/President or designee may appoint the manager(s) for the committee and committee members.
2. The screening committee shall also be composed of at least one faculty member from the relevant discipline or a closely-related field. The selection of the faculty to serve on any given committee shall be made by the Academic Senate President or designee.
3. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
4. Every effort will be made to ensure the diversity of screening committees. If the Executive Director of Human Resources, or designee, does not approve of the Academic Senate appointments to the screening committee due to lack of diversity, they will take necessary steps to remedy the representation.
5. If a committee member has to withdraw and cannot be replaced prior to the beginning of interviews, or a committee member chooses not to participate in the screening process, the committee will continue with the remaining members.
6. The Superintendent/President's *Standards of Decorum* shall be read and distributed at each convening, which reminds committee members of the shared governance model under which we operate, highlights current needs in response to legislation and social issues, delineates processes for complaints and concerns, and creates an atmosphere of collegiality and collaboration so that members feel free to participate in the process and offer up opinions for debate.
7. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, diversity, and the search/screening process.
8. To ensure all screening committee members' voices and opinions are heard during the deliberation process, a faculty member may volunteer to co-facilitate along with the hiring manager. The co-facilitator may ask specific questions to the screening committee members related to additional input they may have during the committee's discussions during the recruitment process. For the sake of uniformity across screening committees, the questions the co-facilitator will ask will be enumerated in the committee materials and documents.
9. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

B. ~~Job~~ Part-time Temporary Pool Announcement:

1. In collaboration with the appropriate administrator and department chair, Human Resources will develop the position announcement to include:

- a. a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
 - b. representative courses to be taught, if applicable;
 - c. minimum qualifications that:
 - i. conform to the California Community College Chancellor's Office's Minimum Qualifications for Faculty and Administrators in California Community Colleges;
 - ii. include "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff";
 - iii. include desirable "Knowledge, Skills and Abilities" which shall serve as the basis for the screening criteria, in conjunction with other required application materials.
 - d. The announcement may be reviewed by the Office of Student Learning and the Academic Senate.
2. The District shall actively recruit from both within and outside the District work force to attract qualified applicants and shall include, as appropriate, regional and national outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District.
 3. ~~Advertising: The recruiting efforts will include, as appropriate, regional and national advertising, as well as outreach efforts in accordance with the District's EEO Plan to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District.~~
 4. Recruitment for all open positions shall include, but not be limited to, placement of job vacancy announcements in diversity websites and publications.
 5. ~~Ads will be placed with appropriate publications and websites, including diversity websites.~~
 6. ~~Individual announcements for each discipline will be developed by the Human Resources Office and shall include the following:~~
 7. ~~minimum qualifications, equivalency, desirable knowledge, abilities, and skills;~~
 8. ~~other terms and conditions of employment as required by contract, District policy, or State law; and~~
 9. ~~the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff."~~
 10. ~~The appropriate Deans, Directors, and Coordinators or Department Chairs will be asked to assist with developing "Desirable Knowledge, Abilities, and Skills," which will be the basis for the screening criteria. The announcements may be reviewed by the Office of Student Learning and the Academic Senate.~~
 11. ~~Advertising:~~
 12. ~~The recruiting efforts will include, as appropriate, regional and national advertising, as well as outreach efforts in accordance with the District's EEO Plan. An advertisement will be developed that lists all disciplines for which applications are being invited.~~
 13. **Recruitment Area:**
 14. ~~Ads will be placed in appropriate publications, including the internet and other electronic outlets.~~

C. ~~Application Screening Process for~~ Minimum Qualifications

1. Applications and applicable materials shall be submitted using the District's website. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met.
2. All position announcements must include language that requires: "demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community."
3. Academic employees shall also possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community College System.
4. If the applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate meets the minimum qualifications for a position, the application materials will be sent to the Academic Senate's designee(s). An Equivalence Committee, made up of the Academic Senate president or designee(s) and one or two discipline faculty, will review applications to determine equivalency. (See AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies)
5. In compliance with the California Code of Regulations, degrees and college level coursework that are required of an academic position must be authenticated via an official transcript or verification-of-true-copy transcript from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Further, applicants with foreign degree credentials must submit a Foreign Credential Evaluation (FCE) for degrees obtained outside the U.S. in order to demonstrate their U.S. equivalent. The College accepts FCEs from evaluation agencies approved by the State of California Commission for Foreign Transcript Evaluation.
~~Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met. If the applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate meets the minimum qualifications for a discipline, the application materials will be sent to the Academic Senate's designee(s). An Equivalence Committee, made up of the Academic Senate President or designee(s) and two discipline faculty, will review applications to determine equivalency. (see AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)~~

~~Applications will be reviewed by the Human Resources Office for minimum qualifications. If the applicant has applied for a minimum qualification equivalency, the application materials will be sent to the Academic Senate's designee.~~

Development of Screening Materials Process

- ~~1. The committee will develop the detailed job-related screening criteria, weighting systems, questions, guideline answers, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable to be used in the interview. All screening materials will be reviewed by Human Resources for adverse impact.~~
- ~~2. —~~
3. **Evaluation and Recommendation Process**

- ~~4. Screening criteria may be formulated by the committee for the purpose of identifying the best qualified applicants.~~
- ~~5. Screening criteria must include equity-minded, job-related qualifications that enhance equity, diversity, inclusion and reinforce the Knowledge, Skills and Abilities (KSAs) needed for the pool. At least one screening criterion must be diversity/equity/inclusion related.~~
- ~~6. Applicant Screening: Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications. Committee members shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. Every effort should be made to screen in and interview as many candidates as possible for each pool.~~
- ~~7. The hiring administrator/designee or Human Resources will schedule the selected candidates' interviews and make necessary arrangements.~~
- ~~8. Interview Process: The screening committee will formulate questions to be used during the interview process and may, at its discretion, require pre-screening activities and/or assessments of the candidate's effectiveness as appropriate to the position, such as teaching demonstrations and presentations. Interviews will be conducted using the previously agreed upon interview questions. All interview questions should be equity minded (per the adopted definition), and at least two diversity/equity/inclusion questions and one technology-related question must be included when developing interview questions. Screening committee members shall individually evaluate each candidate based on their responses to the questions, the demonstration/presentation, and/or other type of performance indicator exercise(s), if applicable. Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth. The screening committee will prepare written documentation of these conclusions to Human Resources. At the conclusion of the interview process, all application and interview materials used and completed by the screening committee shall be returned to and retained by Human Resources.~~
- ~~9. Notification of Candidates: Human Resources will notify all applicants of their selection or non-selection status.~~
 - ~~1. If the committee does not successfully fill a new pool of instructors/counselors, the pool announcement may be renewed and the screening process restarted.~~

~~Screening Criteria: Criteria may be formulated by the committee for the purpose of reducing the applicant pool to those best qualified. All screening materials will be reviewed by Human Resources for compliance.~~

~~Pre-selection Activities, Assessments, Teaching Demonstrations and Presentations: The screening committee will formulate questions to be used during the interview process. The committee at its discretion may require pre-screening activities and/or assessments, as well as demonstrations or presentations of the candidate's effectiveness as appropriate to the teaching assignment. All screening materials will be reviewed by Human Resources for compliance.~~

~~10.~~

~~Applicant Screening: Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum qualifications for the pool. Members of the screening committee shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants~~

~~to be invited to interview. The hiring administrator/designee or Human Resources will schedule the selected candidates' interviews and make all necessary arrangements.~~

~~*Interview Process:* Interviews will be conducted using the previously agreed upon interview questions, and screening committee members shall individually evaluate each candidate based on his/her responses to the questions, the teaching demonstration, presentation, and/or other type of performance indicator exercise(s), if applicable.~~

~~*Pool Appointments:* Following the last interview, the screening committee will deliberate the candidates' strengths and areas for concern to determine which candidates will be appointed to the pool and will prepare written documentation to Human Resources. Human Resources will notify all pool applicants of their status.~~

~~*Conclusion:* At the conclusion of the recruitment process, all application and interview materials used and completed by the screening committee shall be returned to and retained by Human Resources. If the committee does not successfully fill a new pool of instructors/counselors, the pool announcement may be renewed and the screening process restarted.~~

Applicant Screening: Members of the committee shall individually review each qualified applicant's application, transcript(s), resume or curricula vitae, and other materials which the applicant submitted, and using the standardized rating scale and previously agreed upon criteria, shall evaluate, score, and rank each applicant. Each committee member shall keep a standardized record of his/her evaluation. The committee shall agree upon the number of applicants to be invited to interview. The Department shall determine the date(s) of the interviews and Human Resources Office will schedule interviews and make all necessary arrangements.

- ~~1. **Interviews and Recommendations:** Interviews will be conducted and members of the committee shall individually evaluate and score each candidate, using the standardized rating scale, and teaching demonstration and/or other type of performance indicator exercise(s), if applicable. Each committee member shall keep a standardized record of his/her their evaluations. At the conclusion of the interview process, committee members shall discuss their evaluation scores for each candidate. The committee members shall agree, on those candidates whose names shall be submitted to Human Resources or administrative designee for reference checks. Results of reference checks shall be submitted to Human Resources. All applications, supporting documents, and screening committee documents will be returned to the Human Resources Office.~~

D. Selection

Human Resources may disqualify candidates as a result of reference/background checks. The names and contact information for the final list of candidates will be forwarded to the appropriate [dean/director and](#) department chair.

E. Appointment/Duration of Eligibility

Candidates in the pool may be offered temporary employment by the Superintendent/President or designee for approval by the Board of Trustees, [however, assignments are not guaranteed](#). The Board of Trustees or its designee shall have the authority to make all final hiring decisions.

~~F.~~ **Notification of Candidates**

~~G.~~ The Human Resources Office will notify all applicants of their selection or non-selection.

~~H.~~

I. Unsolicited Applications Received Outside Active Recruitments

Applications and/or resume/CV submissions received for disciplines which the District has not posted on a year-round basis will not be accepted. Human Resources does not accept unsolicited applications outside of active recruitments.

Also see BP 7120 Employment Recruitment, AP 7126 Applicant Background Checks, AP 7210 Academic Employees, BP/AP 7330 Communicable Disease, BP 7335 Health Examinations, BP/AP 3420 Equal Employment Opportunity, BP/AP 3410 Nondiscrimination, and BP/AP 7310 Nepotism.

Office of Primary Responsibility: Human Resources

Date Approved: May 18, 2010 (*Replaced College of Marin Procedure 5.0006.1 DP.1*)

Date Reviewed/Revised: November 18, 2011

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