

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 7120 Recruitment and Hiring

Reference:

Education Code Sections 87100 et seq.; 87400; 88003; Title 5 Sections 53021 et seq.; Accreditation Standard III.A; District EEO & Diversity Plan

The District Board of Trustees is committed to a policy of nondiscrimination and Equal Employment Opportunity (EEO) in the recruitment, selection, employment, training, reclassification, promotion and retention of employees.

This policy shall be implemented without regard to race, color, ancestry, national origin, sex, age, religious creed, marital status, medical condition, disability or military status. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Code I 2900 et seq., and the Americans with Disabilities Act of 1990.

The District actively recruits qualified candidates for employment consideration in accordance with Title 5, Board Policy, and the District's EEO & Diversity Plan. All decisions concerning recruitment, selection, employment, training, reclassification, promotion and retention of employees shall be based on the individual's qualifications for the position, fit for the needs of the District, and to meet the diversity needed to serve students. Reasonable job accommodations for individuals with physical or mental disabilities will be made.

Recruitment

The College uses a variety of recruitment efforts to attract qualified applicants to include job postings on web sites, in newspapers, at job fairs, and on flyers for distribution.

Before posting or advertising, positions are reviewed by the Chief Human Resources Officer (CHRO) in accordance with the District's staffing plan, for appropriate title, pay range, classification, and exempt or non-exempt status in accordance with the Fair Labor Standards Act and current collective bargaining unit contract guidelines.

Guidelines for recruitment practices and strategies are defined in Title 5 and the District's EEO and Diversity Plan. For new or reclassified positions, recruitment will not begin until Board approval. Replacement positions which have not been reclassified can be recruited once a resignation is accepted by the Superintendent/President or the position has been vacated and a position request has been approved by the CHRO. All recruitment must be authorized and coordinated through Human Resources.

For faculty and classified vacancies, internal recruitment for affected employees and lateral transfer occurs in accordance with Education Code, Title 5, and the collective bargaining agreement. Employees who are applying for a promotion must go through the open recruitment process described in this procedure.

All faculty positions being externally recruited for must be posted nationwide for equal opportunity.

The minimum recruitment period is as follows:

Educational Administrators – 6 weeks

Faculty – 4 weeks

Classified Administrators – 4 weeks

Confidential – 2 weeks

Classified – 2 weeks

Temporary Hourly Short Term – 2 weeks

Professional Experts – 2 weeks

Temporary Hourly Substitutes – Open/Continuous Pools

Part-Time Faculty – Open/Continuous Pools

The above mentioned recruitment periods are minimums. Recruitment periods may be extended or shortened with approval from the CHRO. The minimum qualified pool for recruitment is five (5) candidates. If the number of qualified candidates is less than five (5) the recruitment will be extended. In some circumstances where all recruitment strategies have been exhausted an exception to the five (5) minimum candidates may be made with approval of the CHRO.

To be considered a candidate for a position at Imperial Community College District, all required application materials must be submitted by the deadline date posted on the announcement. Application materials received after the deadline or “first review” date will only be considered if the initial pool of applications is deemed inadequate by Human Resources.

Candidates wishing to apply for more than one position must submit duplicate application materials for each position.

Materials submitted in the application procedure will not be returned to applicants.

Disabled persons who require assistance to complete applications, to participate in testing, or to attend interviews should notify Human Resources to arrange for accommodation.

The District reserves the right to withdraw or re-advertise the position, or to delay filling a position indefinitely if it is deemed that applicants for the position do not constitute an adequate pool or for other unforeseen circumstances.

Screening

Screening Committee Composition: The composition of screening committees of regular/probationary positions will consist of a Chair and at least two (2) other committee members plus a trained EEO compliance representative. The screening committee of temporary employees will consist of the hiring administrator and at least

one (1) other committee member. The CHRO must approve of the composition of all screening committees for regular/probationary employees to ensure compliance with EEO, and committee diversity. The minimum screening committee make-up will be as follows:

Educational Administrator:

- Committee Chair – An educational administrator appointed by the President
- Administrator – A classified or educational administrator selected by the Chair
- Faculty – Full Time Faculty from department/division recommended by Academic Senate
- Faculty – Full Time Faculty recommended by Academic Senate
- Classified Staff – A classified from department/division recommended by CSEA in absence of Classified Senate
- Other – (optional) i.e. Subject matter expert, community member, confidential employee, student, etc. selected by Chair

Maximum of seven (7) committee members plus EEO representative with the exception of President recruitment

Classified Administrator:

- Committee Chair – A classified or educational administrator appointed by the President
- Administrator – A classified or educational administrator selected by Chair
- Classified Staff – A classified from department/division recommended by CSEA in absence of Classified Senate
- Faculty – (optional) from department/division selected by Chair
- Other – (optional) i.e. Subject matter expert, community member, confidential employee, student, etc. selected by Chair
- Maximum of five (5) committee members plus EEO representative

Faculty (Tenure Track/COF/Full Time Temporary):

- Educational Administrator - appointed by the President
- Faculty – A full time faculty from department/division or related discipline appointed by Academic Senate President
- Faculty – A full time faculty from department/division or related discipline appointed by the Area Dean
- Classified Staff – (optional) selected by Chair
- Maximum of five (5) committee members, majority faculty plus EEO representative

Confidential:

- Committee Chair – A classified or educational administrator appointed by the President
- Administrator – A classified or educational administrator selected by Chair
- Classified/Confidential Staff – classified/confidential staff selected by Chair
- Faculty – (optional) from department/division selected by Chair

Other – (optional) Subject matter expert selected by Chair
Maximum of five (5) committee members plus EEO representative

Classified Staff:

Committee Chair – A classified or educational administrator from the work area appointed by the President

Classified Staff – classified staff from department or similar job classification selected by Chair

Classified Staff – classified staff selected by Chair

Confidential – (optional) selected by Chair

Faculty – (optional) from department/division selected by Chair

Other – (optional) Subject matter expert selected by Chair

Maximum of six (6) committee members plus EEO representative

Temporary Part Time Faculty:

Hiring educational administrator

Faculty Chair of Department/Area if from discipline

Faculty – (optional) if faculty chair is not from discipline

Administrator – Appropriate Vice President

Temporary Hourly/Professional Experts:

Committee Chair – Hiring administrator

Administrator – Appropriate Vice President

The committee chair is responsible for forming the committee and making requests to the appropriate appointee per the screening composition identified above. The committee chair, constituency groups and HR may work together in identifying appropriate committee members to ensure the committee is formed with committee members of the right skill set, knowledge, and diversity. If the committee members are not identified within five (5) working days of the request to form the committee the CHRO will identify the committee members.

Screening Committee Process (Regular Positions)

The screening committee chair is responsible to coordinate with HR to initiate the screening process, ensure the screening process is followed, and to lead the committee throughout the process. At any time, if the committee chair or committee members feel the process has been compromised, the process needs to cease and HR notified.

Once the committee is formed the steps in the screening process are as follows:

1. The Chair will coordinate with HR and schedule a committee meeting for required training and EEO & Diversity brief. For Faculty screening committees, the Dean will schedule the first meeting where the Chair will be identified at the meeting.
2. In confidence the committee will work together and develop interview questions, interview exercises, and/or teaching demonstrations which are job relevant. Interview questions must be developed and approved prior to screening applications.

3. The interview questions, exercises, and/or teaching demonstrations will be reviewed by HR to ensure EEO compliance and job relevance.
4. The committee chair will work with the committee and HR in identifying an applicant rating form for the committee to use during application review.
5. HR will review all (non-faculty) applications received for minimum qualifications. Faculty positions are reviewed and screened for minimum qualifications or equivalency eligibility as determined by the academic senate and/or equivalency committee where applicable. This does not relinquish the committee's responsibility to also review minimum qualifications as part of their rating.
6. HR will notify the screening committee chair when applications are ready for committee review.
7. Committee members will review and rate applications individually without outside influence. Not all candidates who meet the minimum qualifications will be granted an interview. Criteria used in the screening will be limited to qualifications, education, related experience, and quality of application submitted.
8. Once all the committee members have reviewed and rated the applicants the committee chair will call a meeting to discuss the ratings and select candidates to interview. If there is an insufficient pool to interview, the Chair will notify the CHRO and the screening process will be halted.
9. The committee chair will forward the list of interview candidates to HR to schedule the interviews. The interview date must be at least one week from when scheduled to provide the candidates ample time to make travel arrangements. If possible 10-14 days is ideal between schedule and interview. All candidates will normally be interviewed on the same day. Any exceptions, require CHRO approval. If, by candidates cancelling or declining interviews, creates an insufficient pool the screening process will stop until a determination is made by the CHRO to move forward or go back out for recruitment.
10. Interviews are held in a manner where the candidates are not in the same location at the same time to the extent possible. During the interview process the committee members will not discuss the interviews. HR will provide the committee the rating sheet for each candidate. The interview of candidates will be a structured interview using the prepared questions with no deviation.
11. After the interview process is complete, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity as it relates to the job requirements.
12. Once the interviews are completed the committee will deliberate and forward a recommendation on finalists to the Superintendent/President or appropriate Area Administrator for final interview.

Screening Committee Process (Temporary Positions) (i.e. Professional Experts, Temp hourly, etc.)

1. The hiring administrator will notify HR of the need to fill a temporary position.
2. The hiring administrator will normally initiate the screening process and act as Chair of the screening committee.
3. HR will provide the hiring administrator and screening committee access to the

- temporary applicant pool to review applications as appropriate.
4. If the temporary applicant pool does not exist or is insufficient, HR will post the temporary position for a minimum of two weeks.
 5. The screening committee will select applicants to interview and schedule interviews. The interviews can be in person, via phone conference, and/or video conference.
 6. The hiring administrator will select the applicant which is best qualified and meets the need of the District/College. No final interview is required.
 7. Once the temporary candidate is selected the hiring administrator will notify HR for processing and ensure the appropriate forms have been submitted and approved.

Final Interviews/Selection Process

1. The Superintendent/President will Chair all final interviews for Administrative, Faculty, and Confidential positions with the exception of the Superintendent/President position. The Superintendent/President may delegate this responsibility to the appropriate Vice President. The Superintendent/President will Chair any other final interviews he/she deem necessary or appoint the appropriate Vice President.
2. Final interviews are not required for temporary positions.
3. The Chair of the final interview committee appoints the final interview committee membership. The final interview committee membership has no minimum or maximum number of members.
4. The Chair will coordinate with HR and the appropriate administrator(s) in scheduling the final interviews.
5. Following final interviews, the Chair of the final interview committee will deliberate with the final interview committee, Chair of the screening committee, and CHRO in making a selection of the finalist which best qualifies and meets the needs of the District/College.
6. All selections must have final approval of the Superintendent/President or designee prior to making a job offer.

Job/Employment Offer

1. HR will conduct applicable background/reference checks on the successful candidate prior to a job offer being made. The results of the background and/or reference checks will be shared with the hiring department manager and the Superintendent/President. Background checks will not be conducted without the candidate's written consent. The District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.
2. The hiring administrator will confer with the Superintendent/President and CHRO in determining the salary offer (except faculty) and desired start date. Faculty salary placement will be determined by HR in accordance with the faculty union collective bargaining agreement.
3. All job/employment offers will be made by HR. The CHRO will confer with the Superintendent/ President prior to any negotiated offer being made.

4. Offers of employment will be extended in writing. Candidates have up to 48 hours to accept or decline an offer of employment.
5. Should a job offer be declined, or the new employee leave the District within a six (6) month period, or the District rescinds the job offer, the final interview committee with Superintendent/President approval may offer the position to another finalist from the same candidate pool prior to restarting the recruitment/screening process over.
6. All employment offers are contingent on fingerprint scans, TB test results, drug testing, and pre-employment physical exams as required.
7. Candidates not selected will be notified by letter or email upon completion of the hiring process.

Travel and moving expense reimbursement

1. The District will reimburse travel for interview candidates of regular positions only.
2. Travel reimbursement will be limited to a total of \$500.00 per candidate during the entire interview process.
3. Travel reimbursement will only be provided for travel greater than 250 miles (one way) to Imperial Valley College from candidates' residence upon submission of original receipts and appropriate documentation.
4. The District does not provide reimbursement for moving or relocation expenses.

The Imperial Community College District is committed to hiring a staff that is sensitive to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students. All applicants will receive consideration for employment without regard to race, creed, color, national origin, ethnicity, gender, gender identity, sexual orientation, marital status, religion, disability, political affiliation, age, or veteran status.

Imperial Community College is an Equal Opportunity Employer.

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