

**SOLANO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES PROCEDURES**

FACULTY HIRING PROCEDURES

4005

PROCEDURE:

I. Criteria for Hiring - Campus Wide

- a. Criteria to determine position priorities will be jointly established by the Academic Senate and Division Deans.
- b. The Division will define and determine assignments for the position.

II. Division Planning for the Job Vacancies

- a. The Personnel Office will prepare the job announcement and submit a draft to the division for review.
- b. The adopted SCC Minimum Qualifications List will be used to determine the minimum qualifications for the position.
- c. The Academic Senate adopted SCC Equivalency Procedure will be followed.
- d. The Staff Diversity/Affirmative Action Officer and the Director of Personnel will serve as resource to the committee during the hiring process.

III. Committee Selection

- a. The division is responsible for committee size and selection. Faculty representation may be sought outside the division. The committee composition shall include gender equity and ethnic diversity.
- b. Faculty hiring committees shall include faculty and the Division Dean.
- c. Any faculty member within the division who wishes to do so shall serve on the committee.
- d. Faculty hiring committees will be established by the division prior to the publication of the job announcement.
- e. Each committee member is responsible for integrity concerning any known conflicts of interests.
- f. The following are the faculty hiring committee's responsibilities:

Objectivity/Fairness/Equality of Treatment
Confidentiality
Commitment to the Process
Adherence to Timeline
Screening Criteria
Application Screening Process
Selection Criteria
Interview Questions - Tie questions to selection criteria
Integrity of Process
Determination of Finalist(s) and Reference Checks
Submission of Completed Rating Sheets, Reference Checks, and Applications

IV. Committee Chair Selection

- a. The committee chair will be selected by the committee.
- b. The issues of released time, compensation pay, etc., also need to be addressed.
- c. The following are the responsibilities of the faculty hiring committee chair:

Committee Liaison with Personnel Office
Orientation of Members
Development of committee Rules and Regulations (e.g., how to recommend finalists)
Committee Operation and Adherence to Timeline
Returning Completed Screening Selection Rating Forms to the Personnel Office

V. Development of Committee Procedures, Timeline and Training

Affirmative Action Office:

- a. Assists and trains committees to insure compliance to district policy and state and federal legal requirements for adherence to affirmative action regulations.
- b. Reviews and approves screening, interview and rating forms, interview questions, screening and selection criteria.
- c. Serves as resource to the committee on affirmative action matters.
- d. Serves as a non-voting member on hiring committees whenever possible.
- e. Submits all job file documents to the Personnel Office prior to the scheduling of the second interviews.
- f. Performs diversity reviews of applicant pools.

Personnel Office:

- g. The Personnel Office shall provide assistance to the committee in developing the timeline, scheduling interviews and assisting in completing reference checks, if needed.
- h. When needed, the Director of Personnel will perform the function of the Staff Diversity/Affirmative Action Officer in his/her absence to insure that the hiring process moves forward in accordance with the established timeline.

Personnel and Affirmative Action Offices:

- i. Develop a team building relationship with the committee and the committee chair.
- j. Maintain confidentiality in the hiring process.
- k. The Staff Diversity/Affirmative Action Officer and the Director of Personnel will serve as a resource to the committee in the hiring process.

VI. Application - Pre-screening

- a. Pre-screening for minimum qualifications should be done by the committee chair and Personnel. This does not exclude any committee member or the committee from screening all applications.
- b. All applications (including those which do not meet minimum qualifications) will be forwarded to the Faculty Hiring Committee after Personnel has removed the Ethnic Statements from the application. As per Federal Guidelines, applicant diversity statistics will be maintained by the Personnel Office. As stated on the job announcement, equivalencies will be handled in accordance with the Academic Senate approved Equivalency Procedure.

VII. First Diversity Review of Application Pool

- a. The Staff Diversity/Affirmative Action Officer will advise the committee of the division's diversity goals and timetable and the diversity of the applicant pool. Every effort will be made during the hiring procedure to meet these goals and timetable.
- b. The Staff Diversity/Affirmative Action Officer and the Committee Chair will collaboratively determine if the pool adequately represents the necessary diversity before continuing the process.

If the pool is considered to be representative of under-represented groups, the process continues with item d.

If the pool does not adequately represent the under-represented groups for the following reasons:

1. Likelihood of obtaining diversity in a field where it is difficult to recruit candidates
2. Need for addressing ethnic and gender diversity in the field
3. Review recruitment efforts to determine adequacy of recruitment process

the Staff Diversity/Affirmative Action Officer and the Committee Chair will meet to determine whether or not to proceed or re-advertise for the position.

- c. The committee will establish the screening criteria and rating forms, evaluating applications based upon those criteria.
- d. The following criteria should be following in rating candidates:
 1. If there are 30 or fewer applications, rate the first 15.
 2. If there are more than 30, rate 50% to a maximum of 25 candidates.
- e. The committee will determine the number of interviews to be scheduled and submit a list of rated candidates to the Staff Diversity/ Affirmative Action Officer. Depending on the requirements of the interview, a minimum of a week's notice should be given to the prospective candidates.

VIII. Second Diversity Review of Applicant Pool

The Staff Diversity/Affirmative Action Officer will review the selected pool of applicants and the candidates selected for interviews to determine if diversity exists. If diversity exists in the pool to be interviewed, the interview process will proceed.

If diversity does not exist in the number of candidates to be interviewed, but does exist in the rated pool, the committee chair will be advised to add the next five, or fewer, candidates based on the rating into the pool until diversity exists.

If diversity does not exist in the rated pool, the Staff Diversity/Affirmative Action Officer **and** the committee or, if designated, the committee chair, will meet to discuss and take a plan of action. The following should be considered in the discussion (may include, but are not limited to):

1. Review of the screening criteria to determine if the criteria disqualified candidates who could perform the job.
2. Review the qualifications of other candidates (not included in the rated pool) to

determine if they should be added to the rated pool.

IX. Interview Process

- a. Committee members, under the direction of the committee chair and with assistance from the Staff Diversity/Affirmative Action Officer, will develop hiring criteria rating methods and criteria-related questions. All committee members will ask the candidate(s) the same questions, maintaining consistency and equity. Committee members may be asked to explain their rating of candidates to the other members of the committee.
- b. Completed rating sheets will be turned in to the chair after determining the candidate(s) for each job vacancy. Particular care should be taken to create a rating system that uniformly identifies the top candidates of each member. The committee chair will turn in completed rating forms to the Personnel Office.
- c. Under direction of committee chair and by consensus of the committee, the committee shall recommend qualified candidate(s) for each vacancy. Reference checks are to be completed before finalists are determined and turned in to the Personnel Office.
- d. The hiring committee will invite the President and the appropriate Dean to meet with the committee to discuss the recommended candidate(s).
- e. All recommendations must be supported with a completed, signed recommendation form -- signature of the committee chair and/or division/department head, reference check forms and responses, applications of all candidates, and rating sheets to the Personnel Supervisor.

X. Reference Checks

- a. The hiring committee shall review and revise, if necessary, the reference check form.
- b. At least three reference checks should be made on each potential finalist.
- c. Immediate supervisors of the candidate(s) listed on the "Experience" section on the application form are to be contacted unless candidate(s) specify otherwise. **Confidentiality must be maintained.** A form will be included in the application for the candidate(s) to request that his/her immediate supervisor not be contacted until candidate(s) is notified.
- d. The same questions are to be directed to each reference.
- e. Professional references may be used for character corroboration but are not meant to be used in lieu of former/immediate supervisors' references.

- f. Reference check forms shall be completed in detail and should be typewritten or legibly written in ink. Responses should be elaborated on.

XI. Second Interview Process

- a. The Director of Personnel will review all recommendations and supporting documents. If further clarification is needed, the documents will be returned for the additional information.
- b. If the documents are satisfactory, the recommendations will be forwarded to the Superintendent/President and the appropriate Dean.
- c. The committee, the Superintendent/President, and the appropriate Dean will conduct the final interview and make selections. Any member of the committee may elect not to participate in the final interview. The interview questions for the second interview will be the same for each finalist.
- d. The Superintendent/President and/or the appropriate Dean will confer with Personnel staff to determine appropriate salary placement and make offers of employment. If no individual is hired, the appropriate Dean will meet with the committee to determine resolution.
- e. The job offer will be contingent upon approval of the Governing Board.

XII. Notification to Candidates

- a. Non-finalists will be notified in writing by the Personnel Office.
- b. Finalists who are not offered employment will be notified of their status by the appropriate Dean.

SLD/zg

BP 4005 Faculty Hiring Procedures

Governing Board Review: 2/6/91

Revised: 11/30/90, 12/3/90

Revised: 9/6/95

Approved by Educational Administrators and Academic Senate: 11/6/95

Governing Board Review: 11/7/01

Governing Board Review: 1/21/04

**SOLANO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES PROCEDURES**

Addendum-Fire Technology Hiring Procedures, Level II Courses

4005

Purpose of Abbreviated Procedures: State Fire Marshall level II courses will be offered at Solano Community College in the near future and are offered once every two years. Only individuals certified by the State Fire Marshall's Office are permitted to instruct these courses.

1. The manager will complete the district personnel requisition form to obtain prior approval to fill positions.
2. The manager will contact the State Fire Marshall's Office in writing to request a list of the certified instructors for each course that will be taught and forward a copy to the Human Resources Department for the job file.
3. The manager will send a letter (with a copy to the Human Resources Department) to each of the instructors on the State Fire Marshall's certified list to inquire of their interest in the position(s). The letter will include a deadline for application, list those items needed to submit an application for consideration: completed employment application, resume, college transcripts (photocopies are acceptable), and copy of State Fire Marshall's certification, and directions to send the application materials to the Human Resources Department. Other documents may be required.
4. Those application packets received by the deadline will be reviewed by the Director of Human Resources to insure that they meet the minimum qualifications for the position as well as the Dean of the Trade and Technical Division.
5. Interview questions will be developed by the Dean of the Trade and Technical Division and the Coordinator of Fire Science and subject to approval by the Director of Human Resources.
6. The Dean of the Trade and Technical Division and the Coordinator of Fire Technology may interview the candidates via a telephone conference.
7. Recommendations of employment are subject to reference checks and a formal written recommendation on the district form for this purpose.
8. The Human Resources Department is responsible for maintaining the job file for the position and notifying unsuccessful candidates. The Dean is responsible for forwarding all letters, reference checks, interview rating forms, etc. to the Human Resources Department for the job file.

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Reviewed by Academic Senate on 11/6/95; Board 4/17/96

Revised: 9/3/02

Board reviewed: 1/21/04

SOLANO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES PROCEDURES

EQUIVALENCY PROCEDURES

4005

MINIMUM QUALIFICATIONS

The qualifications for hire in each discipline at Solano College are outlined in the SOLANO COMMUNITY COLLEGE MINIMUM QUALIFICATIONS LIST and is available in the Human Resources Department. This list will be reviewed periodically and may be amended according to the College's governance policy.

**BACKGROUND AND PHILOSOPHY OF EQUIVALENCY TO THE
MINIMUM QUALIFICATIONS**

- A. AB 1725 provides for the hiring of faculty who do not meet the precise letter of the minimum qualifications, provided that "the governing board determines that he or she possesses the qualifications that are at least equivalent" (Section 87359). The criteria and process for reaching this judgment will be worked out between the Solano Community College Governing Board and the Solano Community College Academic Senate.
- B. This college will have and use an equivalency process which does not lower standards, nor raise minimum standards. The purpose of the equivalency process is to allow the College to hire individuals who have a background (education and experience if required) at least equal to that required by the minimum standards even if their degrees have different names and their experience has been gained in an unconventional manner.
- C. Minimum qualifications contain two components –
 - 1. general education required for the degree (Associate or Bachelor's or Master's) and
 - 2. knowledge of and skills in the discipline.

EQUIVALENCY PROCEDURE

- A. Prescreening of applications shall be done in accordance with the college hiring procedures.

- B. The hiring committee will screen applications (those meeting the minimum qualifications and those requesting equivalency) based on the pre-determined selection criteria.
- C. The hiring committee will determine those applicants selected for an interview. Prior to an interview, the applicant's qualifications will be reviewed to determine if the minimum or equivalent qualifications have been met. Any candidate whose equivalency cannot be determined by the hiring committee shall be referred to the College Equivalency Committee for resolution.
- D. A standing college committee, known as the Equivalency Committee, shall be established to maintain consistency in the equivalency process throughout the institution and through time. The Equivalency Committee is distinct and separate from individual hiring committees.
- E. The Equivalency Committee shall consist of:
 - Five (5) members: one (1) Student Services Manager, one (1) Academic Manager, three (3) Faculty appointed by the Senate (not more than one (1) from any division, but must include at least one (1) from the Trade and Technical Division). A representative from Human Resources Department will serve as support staff.
- E. The Equivalency Committee shall make the determination of equivalency if the hiring committee is unable to reach an agreement regarding a candidate's qualifications.
- F. The Equivalency Committee will consider candidates on a case-by-case basis maintaining thorough and accurate records of their deliberations and decisions. It shall be the shared responsibility of the Committee and the Faculty Senate to insure uniformity within and between all cases. All deliberations and records of the Committee will be confidential. No candidate shall receive an interview unless he or she meets the minimum qualifications or the equivalent of the minimum qualifications. All questions of minimum qualifications will be resolved before any interviews will be scheduled.

IV. EQUIVALENCY DECISIONS

- A. The hiring committee shall include specific documentation to warrant an equivalency approval or denial. The documentation creates a history for the division/department and shall include the criteria used by the committee to base its decision.

Example:

Requirements to teach Physical Education:

1. Master's in physical education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education or
2. Bachelor's in any of the above and master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy or
3. the equivalent.

Applicant's qualifications:

BS in physical education and an MS in sports administration

Equivalency request documentation:

Does not meet the qualification of MA in physical education. MS in sports administration is equivalent to MS in recreation administration based on degree course content. The combination of the equivalent MS degree and the possession of the BA in physical education qualifies the applicant to teach physical education.

- B. Equivalent degrees determined by the hiring committee will be included in the District's official minimum qualifications records.

V. CRITERIA FOR EQUIVALENCY

- A. The equivalency process shall be applied to determine the qualifications for hire or for reassignment of individuals who state that they possess education, training, and/or experience which is at least equivalent to the minimum qualifications established by the District.
- B. Candidates who claim equivalent qualifications shall provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications as stated on the job announcement. The conclusive evidence must be as clear and reliable as college transcripts. Specifically, the person making the claim must provide conclusive evidence establishing:
 1. The equivalent of a required degree including:
 - a. The general education required for that degree AND

- b. The major coursework required for that degree.
2. If applicable, the equivalent of required experience including:
- a. Mastery of the skills of the vocation thorough enough for the specific assignment and broad enough to serve as a basis for teaching the other courses in the discipline.
 - b. Extensive and diverse knowledge of the working environment of the vocation.

VI. GUIDELINES FOR CONCLUSIVE EVIDENCE

It is the responsibility of the applicant to submit conclusive evidence. A personal written statement supporting your request for equivalency (required) and one or more of the following:

- A. Letter from the educational institution that the completed coursework is equivalent to the degree requirement.
- B. A list/chart of the college courses required for the degree (from a college) to include the title of the course you have taken, college where the course was taken, dept. name, course number, and grade.
- C. Foreign degrees: If your foreign degree has not been evaluated by a recognized evaluation service, we recommend that you do so. Submission of foreign transcripts without evaluation does not provide adequate information to render a decision.
- D. Untranslated transcripts: If your transcripts are not translated into the English language, we recommend you have them officially translated and notarized. Submission of untranslated transcripts does not provide adequate information to render an equivalency decision.

VII. EQUIVALENCY STANDARDS FOR DISCIPLINES REQUIRING A MASTER'S DEGREE AND/OR COMBINATION OF A MASTER'S AND BACHELOR'S DEGREE

- A. BA/BS/MA/MS Degrees
 - 1. Must have completed the required number of units of coursework which meet each portion of the typical general education pattern for the degree.

2. Knowledge of the Discipline Component. Must have demonstrated the knowledge by coursework or by a professional exam as determined and required by the discipline, approved by the Equivalency Committee, and noted on the job announcement.
3. In disciplines listed below, a bachelor's degree in the discipline of the assignment plus a valid California professional license or certification may be submitted for the minimum qualifications:

<u>Discipline</u>	<u>License or Certification</u>
Accounting	Certified Public Accountant
Counseling	Marriage, Family, and Child Counselor
Engineering	Professional Engineer
Nutritional Science/Dietetics	Registered Dietitian

B. Equivalency Standard for DSPS/Adapted Physical Education

1. The equivalency standard is based on the following:
 - a. Possession of a bachelor's degree
 - b. Enrollment in a program leading to a master's degree in physical education to include 15 semester units of upper division or graduate study in adapted physical education.
 - c. Written verification from institution that prospective employee is enrolled in a program leading to one of the master's degrees of specialization noted above.
 - d. Written agreement from prospective employee that he/she will complete 12 semester units toward the completion of the minimum qualifications for this position within 30 months from his/her date of hire. The agreement may be extended for an additional 24-month period to complete the remainder of the minimum qualifications.
2. Procedures to implement:
 - a. The prospective employee is responsible for submitting initial transcripts, obtaining a letter from the institution to verify enrollment, completing coursework outlined by the agreement and submitting transcripts of on-going work, and requesting renewal of the agreement.

- b. The Human Resources Department will process the written agreements and document the information to the employee's personnel file. Notification will be sent to the division Dean for information.
- c. The division Dean is responsible for ensuring that the employee is qualified to teach prior to assignment scheduling each academic year.

VIII. EQUIVALENCY STANDARDS FOR DISCIPLINES NOT REQUIRING A MASTER'S DEGREE

A. General Standards

- 1. BA (or 120 semester units to include a minimum of 30 semester units of upper division/graduate level courses) in any discipline and the equivalent of two years of teaching or work experience directly related to the faculty member's assignment plus certification/licensure if applicable.
 - 2. AA (or 60 semester units of college-level coursework from an accredited institution with a minimum of 18 semester units in general education) in any subject and one of the following:
 - a. The equivalent of six years of work experience or teaching experience directly related to the faculty member's assignment plus certification/licensure if applicable.
 - b. The equivalent of four years of work experience or teaching experience directly related to the faculty member's assignment plus certification/licensure if applicable and one of the following:
 - 1) The equivalent of two years of other related work experience.
 - 2) The equivalent of one year of specialized training in the discipline obtained at a technical school or other institution verified by transcript, certification, or licensure in addition to the AA requirement.
- B. Photography: BA/BS degree in photography, fine arts or art and determination that the candidate has eminence* or BA/BS in photography, fine arts or art and 24 semester hours of graduate level work toward an MA degree in art history or humanities.

- C. Drama/Theatre Arts: BA/BS degree in drama, theatre arts or performance and determination that the candidate has eminence* or BA/BS in drama, theatre arts or performance and 24 semester hours of graduate level work toward an MA degree in comparative literature, English, speech, literature, or humanities.
- D. Dance: BA/BS degree in dance, physical education with a dance emphasis, or theatre with dance emphasis or equivalent thereof (e.g., choreography) and determination that the candidate has eminence* or BA/BS degree in dance, physical education with a dance emphasis, or theatre with dance emphasis and 24 semester hours of graduate level work toward an MA degree in physical education, any life science, physiology, theatre arts, kinesiology, performing arts, or dance.
- E. Coaching: BA/BS degree in any discipline and two years of work experience in coaching, teaching, playing (NCAA level or higher) or appropriate national certification.
- F. Music: BA/BM in music or performance and determination that the candidate has eminence*; BA/BM in music or performance and 6 years of full-time work experience in teaching or performance; or BA/BM in music or performance and 24 semester hours of graduate performance, music history or theory, or music education.

* Eminence may include: National certification or recognition; publications; research; 6 years of full-time college teaching experience; 6 years of full-time professional experience in the field; or as otherwise determined by the division Dean and the division academic senator.

IX. RESPONSIBILITIES OF THE CANDIDATE

- A. In the event that a candidate for employment does not meet the minimum qualifications set forth within the standards established by the SOLANO COMMUNITY COLLEGE'S MINIMUM QUALIFICATIONS LIST, it shall be the responsibility of the candidate to supply to the Human Resources Department all documentation needed to evaluate equivalency by the closing date of the job announcement. The candidate must meet the minimum requirements for an equivalency evaluation described within this policy.
- B. Verification/confirmation of experience which is the basis of determining minimum qualifications:
 - 1. The application documents will include specific details to inform applicants that verification of work experience to determine qualifications

for the position must be verified within thirty working days if offered employment.

2. Telephone references shall be directed to employers to confirm the candidate's work history if the experience is a requirement to meet minimum qualifications. The reference shall include assignment, dates of employment, full-time/part-time status, and duties.
3. After employment, verification of experience from former employers must include assignment, dates of employment, full-time/part-time status, brief description of duties, and signature of employer/official. Self-employment experience can be verified by income tax records and written verification from clients and financial/income tax consultant.

X. RESPONSIBILITIES OF HUMAN RESOURCES

- A. The Human Resources Department will provide the candidate with the equivalency request form which includes equivalency standards. The Human Resources Department will forward applications, requests for equivalency, and supporting documentation to the hiring committee for determination.
- B. The Human Resources Department will maintain the historical records of minimum qualifications to include the expansion of degrees determined through the equivalency process.

SD/zg

BD 4005 Equivalency Procedures

Governing Board reviewed: 4/1/92

Revised 1/93: Approved by Educational Administrators 11/92 and Academic Senate 1/93

Board reviewed: 2/17/93

Revised 3/24/94 by the Equivalency Task Force

Approved by Educational Administrators 4/19/94 and Academic Senate on 5/16/94

Board reviewed: 6/15/94

Revised 6/20/00

Approved by Educational Administrators 5/2/00 and Academic Senate 5/15/00

Board reviewed: 10/4/00

Revised 11/7/01

Approved by Educational Administrators and Academic Senate 10/01

Board reviewed: 11/7/01

Revised 2/20/03

Approved by Educational Administrators 12/3/02 and Academic Senate 12/2/02

Board reviewed: 3/19/03