

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 1972.

Human Resources
Officer (CHRO) in accordance with recruitment, 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

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

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

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 G R H V Q R W U H O L Q T X L V K W K H F R P P L 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.

