



# ADMINISTRATIVE PROCEDURES

No. 701.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## SELECTION PROCEDURE - REGULAR EMPLOYEES

### 1.0 RECRUITMENT

#### 1.1 Development of Job Announcement

1.1.1 The Director of Human Resources will develop a job announcement for all positions filled pursuant to this procedure. For Faculty and Management positions, the Director will meet with the Selection Committee to develop the job announcement. For Classified positions, the Director will develop the job announcement in consultation with the immediate supervisor. The job announcement will include:

- Filing deadline date
- Job duties
- Qualifications
- Salary and benefits
- Application procedure
- Information regarding the District
- Equal Opportunity Employer statement

1.1.2 The Director of Human Resources will review the job announcement in regard to equal opportunity guidelines.

#### 1.2 Advertising and distribution of Job Announcement

1.2.1 Human Resources will distribute copies of the job announcement to a variety of recruiting sources which may include: The Registry, California Community Colleges, state colleges and universities, private colleges and universities, referring agencies, organizations which support diversity, and other relevant recruiting sources.

1.2.2 Human Resources will place ads in publications which may include newspapers, the Chronicle of Higher Education, and other relevant sources.

1.2.3 The Director of Human Resources will coordinate other recruiting activities as appropriate to the vacancy such as the annual California Community College Job Fair.

### 2.0 SELECTION

#### 2.1 Initiation of a selection process

2.1.1 A selection process will be initiated by the Director of Human Resources when authorized by the Superintendent/President, following consideration by the Planning and Budgeting Committee.

2.1.2 For Faculty and Management positions, the selection process will not be initiated during summer and winter breaks when faculty and staff are off work, unless there are extenuating circumstances and compelling reasons as determined by the Superintendent/President and communicated to the constituent group leaders.

## 2.2 Selection Committees

- 2.2.1 Regular positions will be filled by utilizing Selection Committees.
- 2.2.2 The immediate supervisor will serve as chairperson of the Selection Committee or a chairperson will be designated by the Superintendent/President if the supervisor is not available. When the position being filled is directly supervised by the Superintendent/President, s/he may designate a committee chair.
- 2.2.3 For each vacancy, the Director of Human Resources will contact constituent group leaders and ask that they request volunteers willing to serve on the Selection Committee.
- 2.2.4 The Director of Human Resources and the chairperson will develop the recommended committee membership list from the names submitted by constituent group leaders, considering diversity, employees who have knowledge related to the duties of the vacancy, those who work closely with the position, and the following:
  - 2.2.4.1 VICE-PRESIDENT, MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL POSITIONS: A minimum of 6 members selected from the Vice-President, Management/Supervisory/Confidential, Faculty, Classified, and Student groups.
  - 2.2.4.2 FACULTY POSITIONS: A minimum of 6 members: 3 full-time faculty members (2 of whom teach in the same or a related discipline whenever possible), and 3 members selected from the Vice-President, Management/Supervisory/Confidential, Faculty, Classified, and Student groups.
  - 2.2.4.3 CLASSIFIED POSITIONS: A minimum of 3 members - 1 from the same or a similar classification and 1 from the department of the vacancy, whenever possible, and another selected from the Vice-President, Management/Supervisory/Confidential, Faculty, Classified, and Student groups.
- 2.2.5 The Director of Human Resources may request additional names to meet the criteria included in 2.2.4. The chairperson may add to the committee a student or an individual other than college staff to provide technical expertise
- 2.2.6 The recommended committee membership list will be forwarded by the Director of Human Resources to the Superintendent/President for final approval.

## 2.3 The committee chairperson will:

- 2.3.1 Provide leadership to the committee during the various phases of the selection procedure.
- 2.3.2 Facilitate and monitor the selection process, along with the Director of Human Resources, to ensure that it is followed and that any issues which arise are resolved.

## 2.4 The Director of Human Resources will:

- 2.4.1 Meet with the Selection Committee to provide training on the selection process, equal opportunity guidelines, and confidentiality requirements.

- 2.4.2 Review the applicant pool after the filing deadline date, along with the chairperson, to determine if the filing period may need to be extended and the position readvertised due to equal opportunity considerations, the number of applications received, etc.
- 2.4.3 Provide applications received to the Selection committee for review, based on the District's review process. For Faculty and Management positions, the Director of Human Resources and the chairperson or a designated committee member may screen the applications to determine which meet minimum qualifications and will be forwarded to the Selection Committee.
- 2.4.4 Monitor the selection procedure, equal opportunity considerations, and confidentiality along with the chairperson.
- 2.4.5 Assist Selection Committees as needed, schedule interview appointments, prepare selection materials, make other related arrangements, etc.
- 2.5 The Selection Committee will:
  - 2.5.1 Sign a statement certifying that they have received training related to the selection process, including equal opportunity guidelines, and agree to maintain confidentiality.
  - 2.5.2 Review applications, based the District's application review process, and determine those to be interviewed. The committee may also recommend that the application deadline date be extended and the position readvertised.
    - 2.5.2.1 Part-time faculty members shall be included in the interview list for any permanent faculty position for which they apply in the District, upon completion of eight semesters of employment as a part-time faculty member of the Mendocino-Lake Community College District in the subject matter area(s) listed in the job announcement.
  - 2.5.3 Develop interview questions.
    - 2.5.3.1 For faculty and educational administrators, selection criteria will include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
  - 2.5.4 Participate in interviews.
  - 2.5.5 Make a hiring recommendations to the Superintendent/President. For faculty and management positions, the top two to four candidates will be recommended whenever possible.
- 2.6 Upon completion of the interviews, the chairperson will:
  - 2.6.1 Conduct reference checks, based on the committee's findings and recommendations, and document them in writing.
  - 2.6.2 Transmit the findings and recommendations of the committee through intervening supervisors to the Superintendent/President.
- 2.7 Intervening supervisors and the Superintendent/President have the option of interviewing the recommended applicant(s).

2.8 The Superintendent/President will:

- 2.8.1 Consult with the Director of Human Resources as needed regarding the selection process and equal opportunity guidelines.
- 2.8.2 Authorize the offer of employment to be made, in conjunction with the Director of Human Resources.
- 2.8.3 Communicate to the Selection Committee the candidate to be recommended to the Board of Trustees for Faculty, Management and Supervisory positions and the reasons for the decision. If unable to choose any of the final candidates, meet with the Selection Committee to discuss these issues.

2.9 Discussions with the final candidate regarding reasonable accommodation of a disability will be conducted at this time by the Director of Human Resources and the immediate supervisor.

2.10 If an unsuccessful selection process occurs, the selection procedure may be reinstated, modified, or postponed until a future date.

2.11 Human Resources will:

- 2.11.1 Prepare a Board agenda item concerning employment of the applicant. All offers of employment are made subject to formal approval of the Board of Trustees. Hire dates will be effective on a date following Board action.
- 2.11.2 Send written notification to applicants concerning the outcome of the selection process.
- 2.11.3 Prepare a letter of employment, contracts, etc., and meet with the successful applicant to complete the necessary employment paperwork.
- 2.11.4 Retain application and selection materials for the time prescribed by law.

2.12 Should Human Resources receive a request to fill the same position or another in the same job classification within one year of the filing deadline date, the immediate supervisor, in conjunction with the Director of Human Resources, may review the applications of top ranked applications of the prior selection process to determine if there are one or more acceptable applicants for the current position. If so, the immediate supervisor may:

- 2.12.1 Recommend an applicant for employment. The process will begin at 2.6.
- 2.12.2 Recommend that the applicants be reinterviewed. These interviews will be conducted by the same Selection Committee and the selection procedure will begin at 2.5.3, or a new Selection Committee, and the selection procedure will begin at 2.2.

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*May 19, 2004*

*November 10, 2005*

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