

Human Resources  
DRAFT as of 12/12/08

AP 7145 PERSONNEL FILES

References:

Education Code Section 87031;  
Labor Code Section 1198.5

Personnel records are private, intended to be accurate, complete, and permanent. All personnel files shall be kept in locked cabinets with access limited to appropriate Human Resource Services personnel serving legitimate District purposes. To ensure privacy, files shall not be left open or unattended in unlocked office areas. Inspection of personnel files by authorized individuals shall occur within the Office of Human Resource Services in the presence of the Chief Human Resources Officer or designee. A signed release form from the employee is required prior to any third party file access.

Personnel files are subject to the provisions in the applicable collective bargaining agreement or employee handbook.

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

See BP/AP 3310 titled Records Retention and Destruction

Office of Primary Responsibility: Human Resource Services

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**NOTE:** This procedure is **legally advised**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on October 17 and December 12, 2008 by the Policy and Procedure Task Force.

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**Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

Human Resources  
DRAFT as of 2/9/09

AP 7250 EDUCATIONAL ADMINISTRATORS

**References:**

Education Code Sections 72411 et seq., 87002(b), and 87457-87460;  
Government Code Sections 3300-3313 (Peace Officers' Bill of Rights) and 3540.1(g)  
and (m)

**This procedure will be reviewed again at the January 23, 2009 Meeting**  
**Monika asked about including the process for retreat rights.**  
**This procedure was tabled on January 23, 2009.**  
**It will be reviewed at a future Task Force Meeting.**

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Governing Board upon recommendation by the Superintendent/President. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Governing Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

The Governing Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the term of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Governing Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Governing Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator, hired after June 30, 1990, who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developing jointly by the Superintendent/President and the Faculty Senate and approved by the Governing Board. The Board shall rely primarily on the advice and judgment of the Faculty Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The administrator was not hired prior to July 1, 1990 and/or is not part of the classified

service.

Refer to the current Administrative Association Handbook for details regarding retreat rights.

❖ **From current Palomar Policy 27 titled Administrator Retreat Rights**

~~In accordance with Education Code Section 87458 an instructional or student services administrator hired after June 30, 1990, who was not previously tenured shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:~~

- ~~A. The administrator meets the minimum qualifications for the discipline in accordance with Education Code 87356.~~
- ~~B. The administrator has completed at least two years of satisfactory District service as a faculty member or as an instructional or student services administrator.~~
- ~~C. The termination of the administrative assignment is for any reason other than cause.~~

~~This policy does not apply to:~~

- ~~A. administrators who were hired prior to July 1, 1990.~~
- ~~B. administrators who are part of the classified service.~~

❖ **From current Palomar Policy 154.1 titled Supervision of Faculty**

~~Faculty members are under the supervision of the department chairperson/director, the dean of the appropriate division, and the Assistant Superintendent/Vice President for Instruction with reference to their teaching duties. The faculty in conduct of their instruction are to be facilitated in every possible way by all members of the administrative staff.~~

❖ **From current Palomar Procedure 154.1 titled Supervision of Faculty**

**Division Organization**

***Instruction***

~~The educational program consists of five instructional divisions:~~

- ~~● ARTS AND LANGUAGES DIVISION~~
- ~~● MATHEMATICS AND THE NATURAL AND HEALTH SCIENCES DIVISION~~
- ~~● MEDIA, BUSINESS, AND COMMUNITY SERVICES DIVISION~~
- ~~● HUMAN ARTS AND SCIENCES DIVISION~~
- ~~● VOCATIONAL TECHNOLOGY DIVISION~~

~~The deans of the five instructional divisions are responsible to the Assistant Superintendent/Vice President for Instruction. Their duties require extensive communication with chairpersons and directors, with each other, and with the Assistant Superintendent/Vice President for Instruction in the interest of maintaining a viable program which uses all college resources in meeting the needs of the entire community.~~

~~The instructional departments and programs are: American Indian Studies; Art; Athletics; Behavioral Sciences; Business Education; Chemistry; Child Development; Communications; Computer Science and Information Systems; Cooperative Education; Counseling, Guidance, and Career Development; Dental Assisting; Earth Sciences; Economics, History, and Political Science; Emergency Medical Education Programs; English; English as a Second Language; Family and Consumer Sciences; Foreign Languages; Library/Media Center; Life Sciences; Mathematics; Multicultural Studies; Nursing Education; Performing Arts; Physical Education; Physics and Engineering; Public Safety Programs; R.O.P.; Reading Services; Special~~

~~Education; Speech Communication/Forensics/ASL; Trades and Industry; and Vocational Programs.~~

### **Student Services**

~~Student Services is divided into six primary areas of responsibility: Enrollment Services; Counseling, Guidance, and Career Development; Student Support Programs; Student Affairs; Intercollegiate Athletics, and Matriculation.~~

~~Enrollment Services covers the entire admissions and registration process as well as records evaluation for the purpose of determination of graduation eligibility. The process of veteran benefit eligibility and monitoring is also a part of this area.~~

~~Counseling, Guidance, and Career Development includes all functions of counseling on and off campus.~~

~~It includes the Counseling Center, Career Center, Transfer Center, and Assessment. Counseling is also an integral part of the Disabled Student Programs and Services (DISABILITY RESOURCE CENTER) and the Extended Opportunity Program and Services (EOP&S).~~

~~Student Support Programs includes a wide diversity of services including Financial Aid and Scholarships, Extended Opportunity Programs and Services (EOP&S), Disabled Student Programs and Services (DISABILITY RESOURCE CENTER), Student Job Placement, Tutorial Services, Health Services, GEARUP, TRIO/SSS, and Upward Bound Program.~~

~~Student Affairs includes the areas of Student Government, student clubs and activities, and discipline.~~

~~Matriculation activities span a number of different programs and services and reports organizationally to the Assistant Superintendent/Vice President for Student Services, but has reporting responsibilities to the Assistant Superintendent/Vice President for Instruction as well, due to secondary effects of the programs on instruction and curriculum.~~

~~Intercollegiate Athletics includes men's and women's athletics, athletic trainers, and athletic equipment and facilities.~~

[Also see BP/AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies](#)

[Office of Primary Responsibility: Human Resource Services](#)

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**NOTE:** This procedure is **suggested as good practice**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **black type** is current Palomar Policies 27 titled Administrator Retreat Rights and 154.1 titled Supervision of Faculty with no adoption date and Procedure 154.1 titled Supervision of Faculty with no date. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed on October 17 and December 12, 2008 by the Policy and Procedure Task Force. This procedure was tabled at the January 23, 2009 Task Force Meeting and will be placed on a future Task Force Agenda.

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### **Date Approved:**

(Replaces current Palomar Policies 27 and 154.1 and Procedure 154.1)

## AP 7361      ACADEMIC DUE PROCESS

References:

Recommend for deletion (procedure should follow Faculty Senate's)

## ❖ From current Palomar Procedure 177 titled Academic Due Process

~~Academic due process is a system of procedures designed to resolve personnel issues in an academic institution in a clear, fair, and orderly manner. These procedures apply to actions which interfere with and/or exert a harmful effect upon the functions of the College and may involve faculty, administrative staff, classified staff, and/or students. These guidelines are intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused or aggrieved, the protection of staff and student body, and the interest of the College. The best academic due process is possible only when all involved believe that justice must be based upon orderly procedure.~~

**Preliminary Action**

~~If a grievance cannot be resolved through normal personnel procedures, the person with the grievance should submit a grievance form to the Superintendent/President or designee. Within ten calendar days of receiving such a form, the President, or designee, shall notify the Governing Board of the issue and appoint an ombudsperson who will preside over the informal hearing. The ombudsperson may be a representative of the President, of the Faculty Senate, of the faculty, of the classified staff, of the students, or an outside person such as an attorney or a representative from an outside organization. If the President is directly involved in the dispute, the appointment of the ombudsperson shall be made by the President of the Faculty Senate.~~

**Informal Conciliation**

~~Within ten calendar days after appointment, the ombudsperson shall convene an informal conciliation conference. It shall be the objective of this conference to resolve the issues of the dispute. The conference may be continued only with the explicit consent of all parties to the dispute. If agreement is reached between the parties to the dispute, a written statement signed by both shall be filed with the President, or designee, and the matter will be considered closed.~~

~~If no agreement is reached, a written request for a formal hearing may be filed with the President, or designee, and with the appropriate body representing the party filing the grievance: Staff, Faculty Senate, or The Faculty; Students, Executive Committee of the Associated Student Government. (Refer to Administrative Team Handbook and the Handbook of Policies for the CCE/AFT for applicable procedures.) If neither party submits a request for formal hearing within ten calendar days after termination of the conciliatory conference, the matter will be considered closed.~~

**Formal Hearing**

~~Upon notification, the appropriate body will establish a list of names of individuals willing to serve on a Hearing Committee. This committee shall be composed of five members, two chosen to represent peer interests of each party to the dispute, one to represent the interests of the College community at large.~~

~~Each party will be permitted challenges for cause and one peremptory challenge. In the establishment of the Hearing Committee, the ombudsperson will serve to coordinate the~~

~~formation of the committee, providing information as needed to assist parties to the dispute in challenges to membership on the committee; and, if necessary, ruling on challenges for cause.~~

~~The Hearing Committee will select one of its members as chairperson. The committee shall conduct the proceedings according to the procedural standards specified in the Guidelines for Academic Due Process, and shall submit its findings and recommendations to each party to the dispute and to the President, or designee, for implementation.~~

~~All proceedings subsequent to the level of informal conciliation shall be precisely recorded, e.g., taped and/or stenographically preserved inviolate throughout all levels of process, whether on campus or off.~~

~~They will be available on demand to all legitimate parties to a dispute, and to their counsel, at every stage, on campus or off, until final resolution of the dispute shall be conceded by all parties, at which time the records will be destroyed.~~

#### **Final action**

- ~~A. Appeal of Committee Recommendations: Either party to the dispute may, within a period of 15 calendar days, submit an appeal to the Governing Board. Within 30 calendar days after submission of the appeal, the Governing Board shall complete its review of the records and of the committee's recommendation, and shall make a final determination. Immediately after such determination becomes final, the records of the hearing shall be destroyed by the Chairperson of the Hearing Committee.~~
- ~~B. Within 30 calendar days after the presentation of the committee's recommendations, the President, or designee, shall file a report covering the matter, including the steps taken to implement the committee's recommendations, with the Governing Board, the appropriate body, and the parties to the dispute.~~
- ~~C. If either party to the dispute is not satisfied that the Hearing Committee's recommendations have been implemented properly, he/she may file an appeal with the Governing Board within a period of one year.~~

Office of Primary Responsibility: [Human Resource Services](#)

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**NOTE:** The information in **blue type** is additional language to consider including in this procedure. The information in **black ink** is current Palomar Procedure 177 titled Academic Due Process with no approval date. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was recommended for deletion by the Task Force on December 12, 2008.

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#### **Date Approved:**

*(Replaces current Palomar Procedure 177)*

AP 7365      **DISCIPLINE AND DISMISSAL – CLASSIFIED EMPLOYEES**

**References:**

Education Code Section 88013I

Government Code Sections 3300-3313 (Peace Officers' Bill of Rights)

Tricia requested that this procedure be reviewed again at a future Task Force Meeting

Discipline and dismissal of classified employees is subject to the appropriate collective bargaining agreement and employee handbooks.

**Grounds for Formal Discipline**

A permanent member of the classified service shall be subject to disciplinary action, including but not limited to, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his position
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager
- Dishonesty involving employment
- Being under the influence of alcohol or illegal drugs or narcotics while on duty, being impaired by alcohol or illegal drugs in your biological system while on duty which could impact the ability to do the job
- Excessive absenteeism
- Inexcusable absence without leave
- Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of sick leave
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section.
- Discourteous treatment of the public or other employees
- Improper or unauthorized use of District property
- Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department, or division
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property

- Violation of the rules and regulations published in any department
- Mental or physical impairment that render the employee unable to perform the essential functions of the job without reasonable accommodation, or without presenting a direct threat to the health and safety of self or others
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of any of the provisions of the ordinances, resolutions or any rules, regulations, or policies which may be prescribed by the District
- Improper political activity. Example: Those campaigning for or espousing the election or non-election of any candidate in national, state, county, or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- Working overtime without authorization

### **Disciplinary Actions**

Where informal discipline fails to adequately address the problem or where otherwise provided in this procedure, formal disciplinary action taken by the District against a permanent member of the classified service may include, but not be limited to the following:

- Reduction in pay or demotion – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard or for misconduct.
- Suspension – An employee may be suspended for disciplinary purposes without pay.
- Discharge – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

### **Procedure for Disciplinary Action and Appeal**

The District may, for disciplinary purposes, suspend, demote, or terminate any employee holding a position in the classified service. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

For classified employees suspended, demoted or discharged the District shall follow a pre-disciplinary procedure as follows:

**Notice of Intent:** Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, the employee shall be given a written notice of discipline which sets forth the following:

- The disciplinary action intended
- The specific charges upon which the action is based
- A factual summary of the grounds upon which the charges are based
- A copy of all written materials, reports, or documents upon which the discipline is based
- Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager
- The date, time, and person before whom the employee may respond in no less than five working days and
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed

**Response by Employee:** The employee shall have the right to respond to the appropriate manager orally or in writing. The employee shall have a right to be represented at any meeting

set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

**Final Notice:** After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall: 1) dismiss the notice of intent and take no disciplinary action against the employee; or 2) modify the intended disciplinary action; or 3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:

- The disciplinary action taken
- The effective date of the disciplinary action taken
- Specific charges upon which the action is based
- A factual summary of the facts upon which the charges are based
- The written materials reports and documents upon which the disciplinary action is based and
- The employee's right to appeal

**Appeal and Request for Hearing:** If a classified employee, having been issued the final notice of disciplinary action, wants to appeal the action, he or she shall within ten calendar days from the date of receipt of the notice, appeal to the Governing Board by filing a written answer to the charges and a request for hearing with the [Chief Human Resources Officer](#).

**Time for Hearing:** The Governing Board shall, within a reasonable time from the filing of the appeal, commence the hearing. The Governing Board may conduct the hearing itself or it may secure the services of an experienced hearing officer or Administrative Law Judge, [mutually selected by the District and the employee](#), to conduct a hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Governing Board itself shall be final. The Governing Board may affirm, modify, or revoke the discipline. Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Governing Board, may be deemed to have abandoned his/her appeal. In this event, the Board may dismiss the appeal.

**Record of Proceedings and Costs:** All disciplinary appeal hearings may, at the discretion of either party or the Governing Board, be recorded by a court reporter. Any hearing which does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter.

### **Conduct of the Hearing:**

- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would admissible over objection in civil actions.
- The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- Irrelevant and unduly repetitious evidence may be excluded.
- The Governing Board shall determine relevancy, weight, and credibility of testimony and evidence. Decisions made by the Governing Board shall not be invalidated by any informality in the proceedings.
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.

**Burden of Proof:** In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

**Proceed with Hearing or Request for Continuance:** Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

**Testimony under Oath:** All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:

“Do you swear that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?”

**Presentation of the Case:** The hearing shall proceed in the following order unless the Governing Board, for special reason, directs otherwise:

- The party imposing discipline (District) shall be permitted to make an opening statement.
- The appealing party (employee) shall be permitted to make an opening statement.
- The District shall produce its evidence.
- The party appealing from such disciplinary action (employee) may then offer their evidence.
- The District followed by the appealing party (employee) may offer rebutting evidence.
- Closing arguments shall be permitted at the discretion of the Governing Board. The party with the burden of proof shall have the right to go first and to close the hearing by making the last argument. The Governing Board may place a time limit on closing arguments. The Board or the parties may request the submission of written briefs. After the request for submittal of written briefs, the Governing Board will determine whether to allow the parties to submit written briefs and determine the number of pages of briefs.

**Procedure for the Parties:** The District representative and the employee representative will address their remarks, including objections, to the President of the Board. Objections may be ruled upon summarily or argument may be permitted. The Governing Board reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.

**Right to Control Proceedings:** While the parties are generally free to present their case in the order that they prefer, the Governing Board reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses.

**Hearing Demeanor and Behavior:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or members of the Governing Board.

**Deliberation Upon the Case:** The Governing Board should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their decision. The Board may deliberate at the close of the hearing or at a later fixed date and time. In those cases where the Governing Board has received a proposed decision from a hearing officer or Administrative Law Judge, the proposed decision, the record of the hearing and all documentary evidence shall be available for review by the Board when it deliberates.

**Written Findings, Conclusion, and Decision:** The Governing Board shall render its findings, conclusions, and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Board on each material issue. The Governing Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject, or modify the disciplinary action invoked against the employee. In those cases where the Governing

Board has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision, or render a new decision. If the Governing Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

**Decision of the Board to be Final:** The decision of the Governing Board in all cases shall be final.

**Emergency Suspension:** If an employee's conduct presents an immediate threat to the health and safety of the employee or others, the employee may be suspended without compliance with the provisions this procedure. However, as soon as possible after suspension, the employee shall be given notice as set forth herein.

**Record Filed:** When final action is taken, the documents shall be placed in the employee's personnel file.

Office of Primary Responsibility: [Human Resource Services](#)

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**NOTE:** This procedure is **legally required**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed by the Task Force on December 12, 2008.

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**Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

General Institution  
DRAFT as of 2/1/09

AP 3280 GRANTS

Reference:

[Education Code Section 70902\(b\)\(10\)](#)

The highlighted language reflects new wording from the Institutional Research and Planning Office.

Applications for grants will be made with state, federal, and private agencies when the content of these applications extends the resources available to the District in support of the purposes and long-range plans of the District, its divisions, or departments. Funds sought may be utilized for staffing needs, equipment, materials, in-service education, travel, research and development, facilities, instructional innovations, financial aid, or other provisions as authorized in the grant.

The Superintendent/President or designee shall create, maintain, and communicate procedures for the preparation, submission, and implementation of all applications for grant funding. Grant applications which require matching funds will be submitted insofar as matching funds are identified and available within the budgeted resources of the District for the duration of the grant award.

New, continuing, or renewing grant applications shall be scrutinized by the appropriate Vice President(s) and require approval of the Superintendent/President and the Governing Board. When notification of a grant award is received, the appropriate Vice President(s) shall prepare an agenda item for the Governing Board requesting acceptance of funding. Upon award notification, the responsible Vice President(s) shall ensure that the appropriate staff are assigned to manage and monitor the grant.

❖ **From current Palomar College Procedure 311 titled Instructional Grants**

~~Projects which may be considered for an Instructional Grant include:~~

- ~~• Development of an innovative course of study for which prior approval has been received through normal channels.~~
- ~~• Major revisions to an existing course of study which may include extensive use of instructor-prepared programmed materials by the student in the Learning Resource Center or a laboratory.~~
- ~~• Development of instructional or curricular procedure changes which result in more efficient operations, such as changes in preparing Curriculum Committee agenda, minutes, and catalog updates.~~

~~Applications for Instructional Grant are available in each Dean's office and in the Office of Instruction.~~

Office of Primary Responsibility: Office of the Superintendent/President

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**NOTE:** This procedure is **suggested as good practice**. The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Palomar College Procedure 311 titled Instructional Grants with no date. The **green ink** reflects language recommended by Institutional Research and Planning. The **blue ink** is suggested language. This procedure was approved by the Task Force on 1-23-09.

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**Date Approved:**

*(Replaces current Palomar College Procedure 311)*

## AP 3310 RECORDS RETENTION AND DESTRUCTION

## References:

- Title 5 Sections 59020 et seq.;
- Government Code Section 14756;
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

The Superintendent/President or designee shall supervise the classification and destruction of records and ESI. An annual report shall be made to the Governing Board regarding the classification and destruction of records and ESI.

**Classification of Records:**

Except where other state or federal laws and/or regulations are controlling, records shall be reviewed annually and classified consistent with Title 5 as either Class 1 –Permanent, Class 2 -- Optional, or Class 3 – Disposable. Classification of records shall not occur during the academic year in which the record was originated. Records of a continuing nature (i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. Unless otherwise indicated by law, all records not classified prior to July 1, 1976 are subject to the Title 5 classifications. Reclassification of records and record destruction requests require Governing Board approval.

In the event of a conflict of laws as to record retention periods or where the prescribed retention calculations result in more than one reasonable timeframe, the District shall observe the longer retention period.

**Class 1 – Permanent Records:**

Examples of documents in Class 1 –Permanent Records and primary responsibilities for maintenance and retention are outlined in Table 1 below. The original of each of the following records or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1 –Permanent record and shall be *retained indefinitely*, unless copied or reproduced in a manner consistent with the requirements of Title 5 Section 59022 (e):

- Annual Reports:
  - Official budget
  - Financial report of all funds, including cafeteria and student body funds
  - Audit of all funds
  - Full-time equivalent student, including Period 1 and Period 2 reports and
  - Other major annual reports, including: those relating to property, activities, financial condition, or transactions; and those declared by Board minutes to be permanent
- Official Actions:
  - Minutes of the Board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only
  - Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the Governing Board for a Board member, the Board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose and

- Records transmitted by another agency that pertain to that agency's action with respect to District reorganization
- Personnel Records of Employees:
  - All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid
    - In lieu of the detail records, a complete proven summary payroll record for every employee of the District containing the same data may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable
- Student Records:
  - Records of enrollment and scholarship for each student, including but not limited to: name of student; place of birth; name and address of a parent having custody or a guardian (if the student is a minor); entering and leaving date for each academic year and for any summer or other extra sessions; subjects taken during each year, half year, summer session or semester; if grades or credits are given, the grades and number of credits toward graduation allowed for work taken
  - All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto (except that these records cease to be Class 1 – Permanent records, one year after the claims has been settled or after the applicable statute of limitations has run)
  - Exceptions:
- Property Records: All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:
  - All fixed assets
  - An equipment inventory and
  - For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description of identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss or otherwise

**Table 1. Class 1 – Examples of Permanent Records and Responsible Parties.**

| Primary Responsibility for Maintenance and Retention   | Documents  |
|--|--|
| <b>Superintendent/President</b>  | <b>Board documents:</b> Board policies and procedures, minutes, Board agendas.   |
|  | <b>Legal counsel opinions</b>  |
|  | Elections called by the Board and records of call and results  |
|  | <b>District organizations</b>  |
|  | <b>Records relating to Board action,</b> formation, naming, boundaries, changes in boundaries, reorganizations.  |
|  | <b>District foundation:</b> All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations, financial audits and corresponding regulations governing operation of 501(c)(3) tax exempt non-profit organizations.   |
| <b>Assistant Superintendent/<br/>Vice-President of Finance<br/>and Administrative Services</b> | <b>Administrative affairs:</b> budgets, financial reports (quarterly and annual), annual audit, budget allocation and planning review committee minutes, apportionment notices and worksheets, tentative budget, adopted/final budget, all worksheets and budget change forms/transfers, State 320 reports   |
|  | <b>Fixed assets and property records:</b> (1) Buildings: working drawings, blue prints and specifications of all structures, additions, alternations, certificates of approval of completion and related documents, change orders, contracts for construction, contractor payment requests, and appraisals); (2) Equipment: All records relating to model numbers, quantity, type, identification number assigned, vendor, cost, date of acquisition and disposal. |

| Primary Responsibility for Maintenance and Retention                   | Documents   |
|--|---|
|  | <b>Payroll records:</b> Proven summary of payroll for every employee; salary, wages, deductions and withholdings; absence records; payroll register.  |
|  | <b>Risk management:</b> Certificates of insurance and Worker's Compensation Insurance certificates from vendors.  |
|  | <b>Safety:</b> Hazardous waste generator reports; hazardous bill of lading, hazardous waste manifests   |
|  | <b>Conflict of Interest Statements</b>  |
| <b>Assistant Superintendent/Vice-President Human Resource Services</b> | <b>Personnel Records:</b> Dates of service rendered; employment, assignment and reassignment records, termination and dismissal notices; evaluations; retirements; professional growth reports; employee contracts; collective bargaining agreements/employee handbooks; grievances; unfair labor practices.      |
|  | <b>Risk Management/ Employee Health Benefits:</b> Health and benefits contracts, District Worker's Compensation insurance reports and claims files; liability claims files; insurance policies; Insurance summary of loss runs; employee benefits/fringe enrollment forms; OSHA logs; accident or injury reports. |
| <b>Assistant Superintendent/Vice-President Instruction</b>             | <b>Academic affairs:</b> Catalog, class schedules, minutes of: advisory committee meetings and academic senate meetings; accreditation reports; faculty handbooks   |
| <b>Assistant Superintendent/Vice-President Student Services</b>        | <b>Admissions and records:</b> Attendance reports, class rosters, instructor grade sheets, permanent transcripts, reports of degrees and certificates   |
|  | <b>Student governance minutes</b>   |

**Class 2 – Optional Records:**

Any record worthy of further preservation but not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall be retained until reclassified as Class 3 – Disposable. If the Superintendent/President or designee determines that classification should not be made at the time of annual document review, all records of the prior year may be classified as Class 2 – Optional, pending further review and classification within one year. Details regarding specific records falling within Class 2 – Optional records and associated retention periods can be found in the appropriate departmental handbooks.

**Class 3 – Disposable Records:**

All records, other than continuing records, not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable. Unless otherwise specified by law, Class 3 – Disposable Records shall be destroyed during the third college year after the college year in which it originated.

Disposable records include, but are not limited to:

- Records basic to audit, including those related to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records), and detail records used in the preparation of any other report
- Periodic reports, including daily, weekly and monthly reports, bulleting and instructions

A continuing record shall not be destroyed until the third year after it has been classified as Class 3 – Disposable. Class 3 – Disposable records basic to an audit shall not be destroyed until after the third July 1 succeeding the completion of an audit required by Education Code

Section 84040 or of any other legally required audit or that period specified by Title 5 Section 59118 or after the ending date of any retention period required by law, whichever date is later. Details regarding specific records falling within Class 3 – Disposable records can be found in the appropriate departmental handbooks.

### **Records Reproduction:**

Whenever an original Class 1 – Permanent record is photographed, micro-photographed or otherwise reproduced on film or electronically, the copy thus made shall be classified as Class 1 – Permanent. The original record may be classified as Class 3 – Disposable if the following conditions have been met:

- The reproduction is accurate in detail
- The Superintendent/President or designee has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of California Evidence Code Section 1531, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be
- The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same
- If the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards

### **Records Classification and Retention Process and Timeframes:**

Each fiscal year and before January 1, the Superintendent/President or designee shall classify and review every record originated during the prior fiscal year. The retention period for Class 3 – Disposable Records shall be designated and such records shall be segregated according to the fiscal year in which they are to be destroyed.

With respect to District records, the Superintendent/President or designee shall:

- Personally supervise the classification of records
- Use District approved, standard-sized record storage boxes with attached labels indicating the classification, record title, and fiscal year in which the records originated. For Class 3 – Disposable Records, the label shall also indicate the fiscal year in which such records are to be destroyed
- Ensure records segregation by classification to avoid accidental destruction

### **Destruction of Records:**

The Superintendent/President or designee shall submit to the Governing Board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with Title 5 or other applicable laws.

Upon order of the Governing Board, the Superintendent/President or designee shall supervise the destruction of records, and such destruction shall be via foolproof methods, such as shredding, burning or pulping.

### **Storage and Retrieval of Stored Records:**

To preserve available campus space, wherever practical and feasible, storage of Class 1 - Permanent documents shall be via approved electronic reproduction techniques that satisfy title 5, Section 59022 requirements as outlined in the records reproduction section above. Barring significant space and/or accessibility considerations or other practical necessities, Class 2 – Optional and Class 3 - Disposable records shall not be converted to electronic formats. Specific procedures for ESI are detailed in AP 3320 titled Electronically Stored Information.

Hard copy storage shall be in climate controlled locations and in District-approved boxes, which shall include a standardized District records label indicating the records classification, description of contents, year of document origination, and where appropriate, designated destruction date.

All off-site storage requests shall be via District-approved vendors. Records shall be stored in District approved boxes, and shall include an appropriate Records Transmittal Form, indicating the records classification, description of contents, year of document origination, and where appropriate, designated destruction date.

Any hard copy records retrieved from storage require completion of a Storage Records Request Form, which shall include the authorized party retrieving the records and an appropriate contact number, the name(s) of the record(s) retrieved, the date of retrieval, the anticipated date of record return.

Also see: BP 5040 titled Student Records and Directory Information; AP 3320 titled Electronically Stored Information; and BP/AP 3300 titled Public Records.

Office of Primary Responsibility: \_\_\_\_\_ Superintendent/President

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**NOTE:** The **red ink** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by Human Resource Services. The information in **blue ink** is additional language to consider including in this procedure.

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**Date Approved:**

*(This is a new procedure recommended by the CC League and the League's legal counsel)*

AP 3810 CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;  
Government Code Sections 900 et seq. ~~and 910 et seq.~~

Claims and Actions Against the District

Any and all claims for money or damages against the District must be presented to, and acted upon, in accordance with the following procedures. Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly relieve the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code 900 et seq.

If a claim, amendment to a claim, or application for leave to present a late claim is presented or sent by mail, or if any notice regarding a claim or application is given by mail, the claim, amendment, or notice shall be deposited in the United States mail, in a sealed envelope, properly addresses, with postage paid. Any period of notice, and any duty to respond after receipt of service of a claim, amendment, application, or notice set forth in this Board Policy is extended five days upon service by mail, if the place of address is within the State of California, 10 days if the place of address is within the United States, and 20 days if the place of address is outside the United States. Proof of mailing may be made in the manner prescribed by Section 1013a of the Code of Civil Procedure. (Government Code Section 915.2)

Time Limitations

Claims for money or damages relating to a cause of action for death, injury to a person or personal property, or damage to growing crops, shall be presented to the Governing Board not later than six months after the accrual of the cause of action. Claims for money or damages relating to any other cause of action shall be filed not later than one year from the date the cause of action accrues. (Government Code Sections 905, 911.2 and 935)

Late Claims

Claims for money or damages relating to a cause of action for death, injury to a person or personal property, or damage to growing crops which are filed outside the specified time limitation must be accompanied by an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action. If such claim is filed later than six months after the accrual of the cause of action and is not accompanied by the application, the Governing Board or Vice President, Finance and Administrative Services, may within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The application shall state the reason for the delay in presenting the claim. The Governing Board shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Governing Board, such 45-day period may be extended by written agreement made before the expiration of such period. If the Governing Board does not take action on the application within 45 days, it shall be deemed to have been denied on the 45<sup>th</sup> day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement.

If the application to present the claim is denied, the claimant shall be given notice in the form set forth in Government Code Section 911.8. (Government Code Sections 911.3, 911.4, 911.6, 911.8, 912.2, and 935)

#### Delivery and Form of Claim

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the Office of the President, or deposited in a post office, sub-post office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the District with postage paid. (Government Code Sections 915 and 915.2)

Claims shall be submitted on the District's approved claim form, which may be obtained in the Business and Contract Services Office, shall provide all of the information required by Government Code Section 910 and shall be signed by the claimant or a person acting on the claimant's behalf. Any claim not presented using the form may be returned to the person presenting it. A claim returned for failure for use the form may be resubmitted using the appropriate form within the time in which a claim may be presented. (Government Code Sections 910, 910.3, 910.4, and 911.2)

#### Notice of Claim Insufficiency

The Vice President, Finance and Administrative Services, shall cause to have all claims reviewed for sufficiency of information. The Vice President or designee may, within 20 days of receipt of claim, either personally deliver or mail to claimant a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, the Governing Board shall not act upon the claim until at least 15 days after such notice is sent. (Government Cods Sections 910.8 and 915.4)

#### Amendments to Claim

Claims may be amended within the above limits or prior to final action by the Governing Board, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim.

#### Action on Claim

Within 45 days after the presentation or amendment of a claim, the Governing Board shall take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. The Vice President, Finance and Administrative Services shall transmit to the claimant a notice of action taken. If no action is taken by the Governing Board, the claim shall be deemed to have been rejected. (Government Code Section 912.4)

#### Retroactivity

This procedure shall apply retroactively to any causes of action or claims for money or damages that accrued prior to adoption of this procedure.

❖ From current Palomar Procedure 509 titled Claims Against the District

~~All tort claims shall be presented within the time limit as provided under Government Code Section 911.2; i.e., six months for claims relating to death or injury to person or damage to personal property after accrual of the cause of action and one year for any other claim after accrual of the cause of action. The Governing Board shall act upon such claim within 45 days as specified in Government Code Section 912.4.~~

*Office of Primary Responsibility: Business and Contract Services*

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**NOTE:** The **red ink** signifies **suggested/recommended** language by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is current Palomar College Procedure 509 titled Claims Against the District with no date.

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**Date Approved:**

*(Replaces current Palomar College Procedure 509)*

**AP 7330      COMMUNICABLE DISEASE**

**References:**

Education Code Sections 87408, 87408.6, and 88021

For applicants for academic positions who have not been previously employed in academic positions within the state:

- A medical certificate is required showing that the applicant is free from communicable disease, including but not limited to active tuberculosis, unfitting the applicant to instruct or associate with students. Such certificate shall be obtained from the applicant after an offer of employment is made but before the applicant commences employment
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination upon which the certification is based shall be conducted not more than six months before the submission of the certificate and shall be at the expense of the applicant
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his or her designee

For current employees:

- Subject to the provisions of applicable collective bargaining agreements and employee handbooks, the District may require an employee to undergo a medical examination at District expense to determine that the employee is free from communicable disease unfitting the employee to instruct or associate with students, including but not limited to active tuberculosis, that could be transmitted via activities reasonably within the scope of employment
- Human Resource Services shall provide notice to the employee of the District-paid examination. Such notice shall state the reason for the examination and the date by which the examination must be completed
- Following a District-paid medical examination, the District may require that the employee submit a medical certificate from a licensed physician or surgeon stating that the employee is free from communicable disease. Failure or refusal to submit such certification in a timely manner may cause the District to exclude the employee from service until such time as the employee provides the certification

If an employee is not certified as free from communicable disease, the District will provide the applicant or employee with a referral to a local health official. The local health official will advise the District when the applicant or employee can be certified free from communicable disease.

This procedure is limited to examinations and certification for freedom from communicable disease. For fitness for duty applicant and employee physical and/or mental examinations, see BP 7335 titled Health Examinations.

❖ **From current Palomar Procedure 104 titled AIDS**

~~Palomar College will continue to review legislation information and medical research on AIDS. Staff or students infected with the HIV virus or individuals concerned about possible risk of HIV infection may inform campus health authorities in order for the College District to assist in obtaining proper medical advice and guidance. All information and consultations, as with all other medical information, will be handled in a strictly confidential manner in accordance with existing procedures and requirements in effect at Palomar College.~~

~~[Also see new BP/AP 5210 titled Communicable Disease \(related to students\), BP 7335 titled Health Examinations, and AP 7336 titled Certification of Freedom from Tuberculosis](#)~~

~~Office of Primary Responsibility: [Human Resource Services](#)~~

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**NOTE:** This procedure is **legally required/legally advised**. The language in **red type** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **black ink** is current Palomar Procedure 104 titled AIDS with no adoption date. The information in **blue type** is additional language to consider including in this procedure. The language in **green ink** reflects revisions/additions made by Human Resource Services.

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**Date Approved:**

*(Replaces current Palomar Procedure 104)*

AP 7120 RECRUITMENT AND HIRING

**References:**

Education Code Sections 87100 et seq., 87400, 87408 - 87408.6, 88003, and 88021;  
Title 5 Code Sections 53000, et seq.;  
Accreditation Standard III.A

I. **GENERAL PROVISIONS:**

- A. **Equal Employment Opportunity (EEO)-Commitment to Diversity:** In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on the basis of ethnic group identification, race, color, national origin, religion, socio-economic status, age, gender, physical or mental disability, sexual orientation, language, accent, citizenship status, political affiliation, transgender, parental status, citizenship, marital status, veteran status, medical conditions, union membership or on the basis of these perceived characteristics, or based on association with a person or group with one of more of these actual or perceived characteristics. Applicants not possessing specific qualifications as outlined in the job announcement who feel that their background and experience is equivalent to the minimum requirements are encouraged to apply.
1. Equal employment opportunity issues (i.e., diversity of applicant pool) are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

II. **ANNOUNCEMENTS AND RECRUITMENT:**

- A. **Announcements:** The position announcement is developed through a collaborative process involving the appropriate administrators and Human Resource Services. Human Resource Services (HRS) must approve all announcements prior to posting.
1. Approval: Announcements must receive final authorization as indicated in Table 1.

**Table 1. Announcement Authorizations by Position Type**

| <b>Position Type</b>              | <b>Required Approval</b>   |
|-----------------------------------|--|
| Superintendent/President          | The Board  |
| Vice-President                    | Superintendent/President or Designee   |
| Directors and Deans               | Appropriate Vice-President   |
| Administrators Below Director     | Supervisor of Position or Designee   |
| Faculty                           | Hiring Committee Chair, Department Chair or Program Director, Dean of the appropriate division, and the appropriate Vice-President |
| Classified                        | Supervisor of Position or Designee   |
| CAST                              | Supervisor of Position or Designee   |
| Child Development Center Teachers | Supervisor of Position or Designee   |

1. Components: The position announcement must include the following:
  - a. A description of the position duties, responsibilities, salary, assignment, benefits, and terms of employment (including working hours and conditions, employment group and status);
  - b. For Academic Service positions, minimum qualifications as determined by Board of Governors, and for Classified Service positions, as determined by the local governing board;
  - c. Preferred qualifications (when listed) that are job related and consistent with business necessity;
  - d. For faculty positions, a provision for determination of equivalency;
  - e. Depending on employment unit, a statement regarding required participation in shared governance;
  - f. Additional language required for compliance with federal, state, and District regulations (e.g., Equal Opportunity Employer notice);
  - g. Any application procedures specific to the posted position.

**B. Advertising:**

1. Human Resource Services provides technical assistance including the identification of appropriate advertising media;
2. Job announcements are advertised through various organizations (e.g., The California Community Colleges Registry) and through various electronic and print media;
3. Transfer Opportunities: For eligible positions, notice of transfer opportunities will be distributed internally to provide current employees notice of such positions, subject to provisions of applicable collective bargaining agreements or employee handbooks.

**Table 2. Advertising Durations for Permanent Positions.**

| <b>Position</b>                     | <b>Minimum Advertisement Duration</b> |
|-------------------------------------|---------------------------------------|
| Educational Administrators          | 8 weeks, open until filled            |
| Classified Administrators           | 4 weeks, open until filled            |
| CAST (Confidential and Supervisory) | 4 weeks, open until filled            |
| Classified                          | 2 weeks, open until filled            |
| Faculty                             | 8 weeks*, open until filled           |
| Child Development Teachers          | 4 weeks, open until filled            |

\*In extenuating circumstances, a six-week advertising period may be authorized by the appropriate Vice President.

**C. Recruitment Methods:**

1. HRS recruits all permanent positions.
2. Presidential searches will be handled through an external consulting firm.
3. Part-Time Faculty: HRS will accept applications on an ongoing basis for part-time faculty positions (see Section II-E, Part-Time Faculty).
  - a. All applications shall be submitted to Human Resource Services.

**D. Applications:**

1. Applications are attached to each job announcement and are available online through the District's website. Hard copy applications are available in the Human Resource Services Office. The application will contain the following basic components:
  - a. Application form inclusive of educational and professional histories, skills and qualifications and references;
  - b. Attachment to application-conviction history questionnaire; and

- c. Confidential data sheet for Fair Employment and Housing Act (FEHA) reporting purposes.
2. HRS will accept application materials until the position is filled.

**III. SCREENING AND INTERVIEW:**

- A. **Pre-Screening:** HRS will pre-screen all applications for completeness and evidence of minimum qualifications prior to forwarding applications to the selection committee.
- B. **Selection Committee Screening:** Screening criteria and interview questions must be approved by HRS before Selection Committee members receive applications. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement. Depending on the volume of applications received for a particular position, additional screening criteria may apply.
- C. **Selection Committee:**
  1. Composition: Selection Committee composition is outlined in Table 3 below and applies to both permanent and interim appointments.

**Table 3. Composition of Selection Committee by Position Type and Interview Level.**

| Position  | Committee Chair  | 1st-Level Committee  | 2nd-Level Committee  |
|---|--|--|--|
| <b>Assistant Superintendent/ Vice President for Instruction*†</b>                           | <ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul> | <ul style="list-style-type: none"> <li>• At least one faculty member from each instructional division; one Librarian; and one faculty member from Student Services</li> <li>• Two Instructional Deans appointed by the Superintendent/President</li> <li>• One member of the Administrative Association</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• Two classified employees from the bargaining unit represented by CCE/AFT, to include one from Instruction and one at-large</li> <li>• Two students</li> </ul>  | <ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• Additional members may be appointed at the President's discretion</li> </ul> |
| <b>Assistant Superintendent/ Vice President for Student Services*†</b>                      | <ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul> | <ul style="list-style-type: none"> <li>• Four faculty members, to include two from Student Services and two at-large</li> <li>• One Student Services Dean appointed by the Superintendent/President</li> <li>• One Student Services Director appointed by the Superintendent/President</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• Four classified employees from the bargaining unit represented by CCE/AFT, to include three from Student Services and one at-large</li> <li>• Two students</li> </ul>   | <ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• Additional members may be appointed at the President's discretion</li> </ul> |
| <b>Assistant Superintendent/ Vice President for Finance &amp; Administrative Services*†</b> | <ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul> | <ul style="list-style-type: none"> <li>• Four faculty members to include three instructional faculty members and one from Student Services</li> <li>• One representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction</li> <li>• One representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services</li> <li>• Two Finance &amp; Administrative Services Directors appointed by the Superintendent/President</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• Four classified employees from the bargaining unit represented by CCE/AFT, to include three from Finance &amp; Administrative Services and one at-large</li> <li>• Two students</li> </ul> | <ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• Additional members may be appointed at the President's discretion</li> </ul> |

| Position  | Committee Chair   | 1st-Level Committee  | 2nd-Level Committee  |
|---|---|--|--|
| <b>Assistant Superintendent/Vice President for Human Resource Services**†</b> | <ul style="list-style-type: none"> <li>• 1st-Level: Another Vice President</li> <li>• 2nd-Level: Superintendent/President</li> </ul>  | <ul style="list-style-type: none"> <li>• Five faculty members</li> <li>• One Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction</li> <li>• One Student Services Dean appointed by the Assistant Superintendent/Vice President for Student Services</li> <li>• One Finance &amp; Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance &amp; Administrative Services</li> <li>• One member of the Administrative Association</li> <li>• One member of the Confidential &amp; Supervisory Team</li> <li>• Four classified employees from the bargaining unit represented by CCE/AFT</li> <li>• One representative of Human Resource Services appointed by the Superintendent/President</li> <li>• Two students</li> </ul> | <ul style="list-style-type: none"> <li>• All other Vice Presidents</li> <li>• Additional members may be appointed at the President's discretion</li> </ul>   |
| <b>Dean*†</b>   | <ul style="list-style-type: none"> <li>• 1st-Level: Co-chairs consisting of an existing Dean from any division (with the approval of the appropriate Vice President) and a faculty member appointed by the Faculty Senate</li> <li>• 2nd-Level: Superintendent/President</li> </ul>   | <ul style="list-style-type: none"> <li>• One faculty member from each constituent discipline/department within the affected division</li> <li>• One representative from each of the other constituent employee groups: Administrative Association, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> <li>• Additional members may be appointed at the President's discretion</li> </ul>   | <ul style="list-style-type: none"> <li>• The appropriate Vice President</li> <li>• The Dean co-chair of the 1st-level committee</li> <li>• Additional members may be appointed at the Superintendent/President's discretion</li> </ul>   |
| <b>Director*†</b>   | <ul style="list-style-type: none"> <li>• 1st-Level: Any executive, senior, or Administrative Association administrator</li> <li>• 2nd-Level: Appropriate executive or senior administrator</li> </ul>   | <ul style="list-style-type: none"> <li>• One representative from each of the constituent employee groups: Administrative Association, Faculty, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> </ul>  | <ul style="list-style-type: none"> <li>• Chair of the 1st-Level Committee</li> <li>• Additional members may be appointed at the executive administrator's discretion</li> </ul>  |
| <b>Faculty*</b>   | <ul style="list-style-type: none"> <li>• 1st-Level: Department Chair/Director or faculty designee (co-chairs may be appointed)</li> <li>• 2nd-Level: Two interviews are conducted for each finalist and are as follows: <ul style="list-style-type: none"> <li>• President's interviews: Superintendent/President (serves as both chair and the sole committee member)</li> <li>• Joint Selection Committee's interviews: Appropriate Dean</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Majority of committee must consist of faculty members from the discipline or a closely related discipline (Note: may substitute one community member or faculty member from another institution)</li> <li>• One faculty member from outside of the department</li> <li>• One student (optional – non-voting)</li> </ul>   | <ul style="list-style-type: none"> <li>• Joint Selection Committee:</li> <li>• Appropriate Vice-President</li> <li>• Chair of the first-level committee</li> <li>• At least two additional members from the 1st-level committee</li> </ul> <p>Note: Not to exceed seven members, including the chair, except where extenuating circumstances exist</p> |

| Position  | Committee Chair  | 1st-Level Committee   | 2nd-Level Committee   |
|---|--|---|---|
| <b>All other Administrative Association positions, Confidential &amp; Supervisory Team positions, Child Development Center Teacher positions, and Classified positions*</b> | <ul style="list-style-type: none"> <li>Supervisor of the position or designee</li> </ul> | <ul style="list-style-type: none"> <li>Majority of committee must consist of employees from within the affected department/program</li> <li>One employee from outside of the department</li> <li>Note: Committee must consist of three members at minimum; at least one committee member must be of the same constituent employee group as the vacant position</li> </ul> | <ul style="list-style-type: none"> <li>2nd-Level interviews are not required; if conducted, the committee consists of the following: <ul style="list-style-type: none"> <li>Supervisor of the position</li> <li>All or some members of the 1st-level committee</li> <li>The executive, senior, or other administrator to whom the position's supervisor reports (optional)</li> <li>Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)</li> </ul> </li> </ul> |

\* A District Compliance Officer, appointed by HRS, is required to observe and monitor all stages of the 1st- and 2nd-level hiring processes.

† For these positions, the 1st-level committee may, but is not required, to appointed a faculty member of the committee to serve as a non-voting observer during the 2nd-level interviews (for faculty positions, the observer is appointed to the Superintendent/President's interviews).

2. Verification of Committee Composition: HRS verifies compliance of selection committee membership with applicable Board policies and procedures. Committee composition, including chairs, is at the discretion of the Superintendent/President.
3. Diversity: The selection committee should be balanced in its diversity and, to this end, will seek representation from significantly under-represented groups whenever possible.
4. Confidentiality: Each participant in the hiring process is responsible for maintaining the confidentiality of all aspects of the selection process, including written materials, oral discussions and any other information that relates to the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.
5. Training:
  - a. Prior to participating as a selection committee member, members must receive training on the selection process. Such training must occur within one year prior to serving on a selection committee. HRS shall provide selection committee training. See the Selection Committee Training Packet available through Human Resource Services.
  - b. Training shall include: the philosophy and commitment to staff diversity as outlined in the District's Equal Employment Opportunity Plan and inclusive of cultural diversity; the roles and

responsibilities of all members of the selection committee; the selection process; interview procedures and techniques, including guidelines on appropriate follow-up questions and reference checks; and the confidentiality of the selection process.

6. Responsibilities:

a. The Committee Chair/Co-Chairs shall be responsible for:

- 1) Ensuring compliance with District policies and procedures in conjunction with the hiring process;
- 2) Coordination of calendars to ensure participation of all committee members, including the compliance officer;
- 3) Coordination of candidate interviews with Human Resource Services;
- 4) Maintaining committee records;
- 5) Performing other duties determined by agreement with the committee.

b. Voting Committee Members shall be responsible for:

- 1) Identifying selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college;
- 2) Developing interview questions, directly related to the position announcement criteria, designed to distinguish candidates who will best meet the needs of the District in the position;
- 3) Screening all applications forwarded by HRS to select candidates for interview;
- 4) Interviewing candidates selected for interview using pre-approved questions.

7. Attendance: All members of the Selection Committee must be present for all interviews. If a voting member of the committee misses any part of an interview, the committee member is ineligible for further participation in the hiring process.

8. The Compliance Officer's Role: It is the responsibility of the Compliance Officer to observe and monitor the hiring process to ensure complete fairness and consistency for each applicant and to serve as a non-voting resource person to the selection committee(s). For Faculty positions, see the Faculty Senate's website's Hiring Policy for details on Compliance Officer's role. For all other positions, see the HRS website's Selection Committee Training Packet.

9. The Observer's Role:

- a. The observer may only observe the interviews. He/she may not ask questions of or comment on the candidates during or between the interviews;
- b. The observer may only attend the deliberations for Vice President, Dean, and Director positions at the discretion of the chair of the second-level hiring committee. For faculty positions, the observer is required to attend the deliberations;
- c. If attending the deliberations after the interviews, the observer's role remains non-participatory. He/she may only discuss the interviews, candidates, results of reference checks, or any other information related to the hiring process if specifically invited to do

so by the chair of the second-level hiring committee or, for faculty positions, the Superintendent/President;

Since the observer's role is non-participatory, he/she is not permitted to conduct reference checks on finalists;

1) Other first-level committee members, including the chair of the first-level committee, may conduct the reference checks.

D. **Background Checks:** Policies and procedures governing applicant background checks are as outlined in AP 7126 titled Applicant Background Checks.

E. **Reference Checks:** Reference checks are required for all positions. See the Selection Committee Training Packet, available via the HRS website, for specific procedures designed to assist committees in conducting reference checks.

***Table 4. Reference Check Process by Employment Unit.***

| <b>Employment Unit</b>  | <b>Deciding Authority/Process</b>  |
|---|--|
| Classified, Confidential & Supervisory, and Administrative (except directors) | Supervisor or designee checks prior to submitting finalists or making a hiring recommendation. |
| Administrative Assoc., Deans, Vice-Presidents, Faculty, and Directors         | 1st level committee conducts reference checks and forwards to 2nd level committee              |

F. **Interviews:**

1. Practical Skills, Demonstrations and Testing: The initial interview process may involve skills testing and performance demonstrations appropriate to the position. All skills tests and performance evaluation process must be approved in advance by HRS.

a. Faculty positions require in-person teaching demonstrations as indicated in the Faculty Hiring Policy available on the Faculty Senate's website.

2. Interviews are conducted as outlined in Tables 3 and 5.

3. In the event a selected applicant declines the position or is otherwise unable to be employed in the position, the qualified applicant pool for any posted position may be utilized for up to 90 days after an offer of employment has been extended.

**Table 5. Positions Requiring Second-Level Interviews and Specific Components.**

|  | Vice Presidents | Directors    | Deans        | Faculty      |
|--|-----------------|--------------|--------------|--------------|
| Open Forum   | X (required)    |              |              |              |
| Site Visits  | X (optional)    |              | X (optional) |              |
| Reference Checks between 1st and 2nd level Interview | X (required)    | X (required) | X (required) | X (required) |
| Teaching Demonstration                               |                 |              |              | X (required) |

4. Final Administrative Interviews: The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the Superintendent/President's discretion to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies.

**G. Applicant Travel Expenses:** Palomar College does not reimburse applicants for first-level interviews for expenses incurred during the application and/or first-level interview process. Second-level applicant expenses will be eligible for reimbursement as follows:

1. For full-time faculty and some administrator positions (President, Vice President, Director, Dean), applicants who must travel 150 miles or more one way from their residence to the District are eligible for reimbursement with proper verification. Reimbursement is available only for 2nd Level interviews.
2. All expense documentation must be submitted to HRS within 30 days of completing travel. Only original receipts shall be accepted as proper travel expense documentation for reimbursement purposes.
3. Reimbursement is limited to \$1,000.00 to cover the travel costs incurred by the applicant on behalf of him/herself only. Associated BP 7400 titled Travel details allowable expenses, amounts, and reimbursement processes.
4. Reimbursement shall be set at the District's mileage rate and shall be the cost of airfare or ground travel, whichever is less.

**H. Deliberation, Selection, and Notification Process:**

1. Deliberations: For all positions, after interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates.
2. **For positions requiring second-level interviews, a minimum of two candidates must be forwarded. Exceptions require the approval of the Superintendent/President or designee.**
3. Table 6 below outlines the alternatives where there are insufficient finalists for a position.

**Table 6. Actions and Required Authorization for Insufficient Position Finalists.**

| <b>Authorized Action</b>        | <b>Deciding Authority</b>   |
|---------------------------------|---|
| Cancel the recruitment          | Responsible administrator   |
| Authorize a single candidate    | Superintendent/President or designee  |
| Review the applicant pool again | Responsible administrator and the 1st Level Committee                         |
| Expand 1st Screening Duration   | Responsible administrator and the 1st Level Committee subject to HRS approval |

**IV. EMPLOYMENT OFFERS:**

- A. **Conditional Offers:** All employment offers are conditional pending satisfaction of employment requirements, including submission of required forms, background and/or reference checks, fingerprinting, proof of eligibility for employment, TB test results and certificate of freedom from communicable disease (see BP/AP 7330) and Governing Board approval. All conditions of employment must be met prior to employment.
- B. **Pre-Employment Requirements:**
1. Physical Examination: Depending on the nature of the position, a pre-employment physical examination may be required to ensure sufficient fitness for the duties associated with the particular position. See BP 7335 governing Health Examinations.
  2. Live Scan Verification: All offers of employment are conditional pending receipt of satisfactory Live Scan results.
- C. **Employment offers are made as follows:**
1. For classified, CAST, administrative and child development teacher positions, Human Resource Services will make the offer;
  2. For full-time faculty positions, the appropriate dean will make the offer;
  3. For dean positions, the appropriate Vice President will make the offer;  
and
  4. For Vice Presidencies, the President will make the offer.
  5. Human Resource Services coordinates all necessary intake and orientation procedures.

V. **Full-Time Faculty Selection:** The Faculty Senate’s website contains the Faculty Hiring Policy. Processes specific to part-time faculty selection are as outlined in Section VI below. The selection process is intended to reflect the District’s commitment to shared governance, as outlined in BP/AP 2510 titled Participation in Local Decision Making.

VI. **Part-Time Faculty Selection:** The following provisions shall apply to the selection of all faculty for part-time positions.

- A. **Announcement and Recruitment:**
1. Establishing the Position: Departments shall notify HRS when a position becomes available.
  2. Advertising the Position: HRS shall advertise all part-time faculty positions.
- B. **Applications, Screening and Selection:**
1. All application packets (including the appropriate application form and attachments, transcripts, and other documents/forms as required by the appropriate departments) shall be submitted directly to HRS;
  2. HRS shall record all legally required applicant information and remove any confidential data sheets;
  3. Prior to forwarding applications to the appropriate departments for selection, HRS shall conduct a preliminary screen to determine:

completeness of application, satisfaction of minimum qualifications and/or possible need for equivalency, and shall notify the appropriate department accordingly;

4. HRS shall retain all applications for a minimum of three years.

❖ **From current Palomar Procedure 26 titled Administrative Hiring**

~~Establishing the Position~~

~~New administrator positions are identified annually by the division administrators or the Superintendent/President and submitted through an established procedure to the Staff Priorities Committee. The Superintendent/President will attempt to reach a mutually satisfactory agreement with the affected departments, division, the Faculty Senate, and the Administrative Association Council when the development of new administrative positions results in reorganization of instructional departments. In the case of the conversion of a faculty position into an administrative position, the conversion will be presented to the Faculty Senate and to the Administrative Association Council by the Superintendent/President before it is submitted to the Staff Priorities Committee. The Superintendent/President is responsible for the implementation and maintenance of an effective administrative structure.~~

~~The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.~~

~~Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new administrative position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new administrative position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College District as a whole.~~

~~It is expected that the request to establish a new administrative position will initiate with the senior or executive administrator responsible for the new position who will also prepare the rationale in support of new positions. The appropriate vice president will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.~~

~~These are the criteria which should be addressed in each proposal:~~

~~number of staff supervised/increase in number of staff supervised~~

~~failure to function from lack of supervision~~

~~complexity of operation (including multiple site requirements)~~

~~accreditation requirements~~

~~compliance with state and federal laws/regulatory standards~~

~~backlog of work among existing administrators~~

~~program growth or demand (e.g. student, employees, classes offered)~~

~~increase in number of projects/programs/activities~~

~~District goals and objectives~~

~~technological or other changes requiring the employment of staff with special skills~~

~~position's inclusion in the five-year plan~~

~~introduction of new programs~~

~~any other relevant factors specific to the department's needs not included above~~

~~These criteria are not in priority order and all need not be addressed.~~

~~The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Budget Development Committee.~~

~~After the Budget Development Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.~~

~~Replacement positions require the approval of the Superintendent/President.~~

#### ~~The Position Announcement~~

~~The position announcement is developed through a collaborative process involving the appropriate administrators and Human Resource Services.~~

~~Human Resource Services provides technical assistance, including the identification of recruitment areas and appropriate advertising media.~~

~~The position announcement must include the following:~~

~~a description of the position duties and responsibilities;  
minimum qualifications as determined by the appropriate administrator in accordance with Education Code Section 87356;  
preferred qualifications (when listed) that are job related, consistent with business necessity and which do not adversely impact members of historically under-represented groups;  
a provision for presentation of qualifications that are equivalent to the minimum qualifications;  
a statement regarding required participation in shared governance;  
legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.~~

~~The position announcement must be approved by the Division Dean, the appropriate Vice President, the Superintendent/President for certain positions, and the Vice President for Human Resource Services.~~

#### ~~The Selection Committee~~

##### ~~Membership/Composition~~

~~Selection Committees for Executive Administrative positions are established and convened by the Superintendent/ President and shall have representation from the faculty, classified staff, administration, and students as noted. The Faculty Senate, the CCE/AFT, the Administrative Association, and the ASG shall make the appointments of their members to the selection committee upon the request of the Superintendent/President or designee.~~

~~Assistant Superintendent/Vice President for Instruction: The Selection Committee shall have at least one faculty member from each instructional division, the Library/Media Center/ETV, and Student Services; one member from the Administrative Association; two classified employees from the bargaining unit represented by the CCE/AFT to include one from Instruction and one at-large representative; two Instructional Deans appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/President.~~

~~Assistant Superintendent/Vice President for Student Services: The Selection Committee shall have four faculty members to include two from Student Services and two at-large; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Student Services and one at-large; one Student Services Dean and one Student Services Director appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/ President.~~

~~Assistant Superintendent/Vice President for Finance and Administrative Services: The Selection Committee shall have four faculty members to include three instructional faculty members and one Student Services faculty member; one representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services; one representative from Instruction appointed by the Assistant Superintendent/Vice President for~~

~~Instruction; two Administrative Services directors appointed by the Superintendent/President; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Administrative Services and one at-large; and two students. Additional members of the committee may be appointed by the Superintendent/President.~~

~~Assistant Superintendent/Vice President for Human Resource Services: The Selection committee shall have five faculty members; one Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction; one Student Services Dean appointed by the Assistant Superintendent/Vice President for Student Services; one Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance and Administrative Services; one representative from the Administrative Association; four representatives from the employees in the bargaining unit represented by the CCE/AFT; one representative from Human Resource Services appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/President.~~

~~Selection Committees for Senior Administrative positions will be established by the appropriate Vice President in consultation with the Superintendent/President and the Vice President for Human Resource Services. Senior administrative positions which have a broad impact on faculty and the instructional programs have appropriate representation of the faculty most likely to be affected by the administrator. The Faculty Senate President shall be consulted to determine the appropriate faculty representation for Instructional positions. All faculty representatives will be appointed by the Faculty Senate.~~

~~Selection Committees for Academic and Classified Administrators as well as for Supervisors and Confidential positions will be established by the appropriate Senior or Executive Administrator in consultation with the Vice President for Human Resource Services.~~

~~Selection Committees for interim appointments for Senior and Executive administrative positions shall have the same composition of membership as noted above.~~

~~Selection Committees for interim appointments for Academic and Classified Administrators, Supervisors, and Confidential positions shall be formed by the Senior or Executive Administrator in consultation with the Vice President for Human Resource Services.~~

#### ~~Diversity~~

~~The Selection Committee should be balanced in its diversity and, to this end, will seek representation from historically under-represented groups whenever possible. Historically under-represented groups include ethnic minorities, women, and persons with disabilities.~~

#### ~~The Selection Committee Chair~~

~~For Executive and Senior Administrative positions in Instruction, co-chairs will be appointed from the committee membership: one by the Superintendent/President or the appropriate Vice President; and one by the Faculty Senate. For other Executive and Senior Administrative positions, the chair will be appointed by the Superintendent/President from the committee membership. The committee may decide whether or not to elect a co-chair.~~

~~For Academic and Classified Administrator positions the chair will be appointed by the appropriate senior administrator or vice president. The committee may decide whether to or not elect a co-chair.~~

~~The chair or co-chairs will be voting members of the committee.~~

#### ~~Convening the Committee~~

~~The Vice President for Human Resource Services will convene the first meeting of the Selection Committee. The appropriate senior or executive administrator will attend the first meeting of the Selection Committee. The following training and information will be provided:~~

~~the philosophy and commitment of the District to staff diversity;  
the roles and responsibilities of all members of the Selection Committee;  
the selection process;~~

~~the interview procedures and techniques, including guidelines on appropriate follow-up questions and reference checks;  
cultural diversity in the interview process;  
the confidentiality of the selection process.~~

#### ~~Responsibilities~~

~~The voting members of the Selection Committee identify selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college community.~~

~~The voting members of the Selection Committee develop job-related interview questions designed to distinguish candidates who will best meet the needs of the District in the position.~~

~~The voting members of the Selection Committee screen all complete applications that meet the stated minimum qualifications to select candidates for interview.~~

~~The voting members of the selection Committee interview candidates selected for interview using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question and if they do not seek information outside of the scope of the established hiring criteria.~~

~~The voting members of the Selection Committee recommend an unranked list of finalists for consideration. All of the finalists recommended must be fully acceptable to the Committee since only a finalist recommended by the Selection Committee will be hired.~~

~~Each member of the Selection Committee and its representatives is responsible for maintaining the confidentiality of the interview as well as evaluative comments made during the interview process. Such information may be shared only with the members of the Selection Committee and the administrators involved.~~

#### ~~Recruitment Procedures for Administrative Positions:~~

~~Vacancies are advertised for a minimum of four weeks.~~

~~In addition to regular mailed announcements to colleges, universities, organizations committed to referring applicants of under-represented groups and local advertising, positions are advertised in professional publications recommended by the Selection Committee and/or the appropriate Senior or Executive Administrator. Every effort, including the utilization of the Chancellor's Office Diversity Registry, is made to recruit qualified ethnic minority and female applicants and applicants with disabilities.~~

~~Interim appointments shall be advertised on campus for a minimum of one week.~~

#### ~~Applications/Screening~~

~~A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.~~

~~B. Human Resource Services verifies the diversity of the applicant pool and may 1) extend the search or 2) modify or remove the preferred qualifications to include applicants who were initially screened out because they failed to meet locally established "desirable or preferred" qualifications beyond minimum qualifications in order to increase the diversity of the pool after consultation with the Selection Committee and the appropriate administrator.~~

~~C. Screening criteria and interview questions must be approved by Human Resource Services before Selection Committee members have access to applications. Screening criteria help members to review objectively each application for the position. The screening criteria must be listed on the selection criteria report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.~~

~~D. The voting members of the Selection Committee complete screening forms for each applicant.~~

~~E. Upon determination of applicants to be interviewed, the chair or co-chair returns all applications and screening forms to Human Resource Services.~~

~~F. Human Resource Services reviews the diversity of the pool nominated for interview and may recommend that additional candidates be interviewed or further recruitment be initiated in order to meet the diversity goals of the District.~~

#### ~~Interviews~~

~~A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee of dates and times when all members of the committee can be in attendance.~~

~~B. The Human Resource Services office provides copies of the applications and interview screening forms to the Selection Committee with an interview schedule.~~

~~C. All members of the Selection Committee must be present for all interviews and subsequent discussions. If a voting member of the committee misses an interview, the committee member is removed from the Selection Committee.~~

~~D. After interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates including whether the candidates will contribute to staff diversity at Palomar College.~~

~~E. The Selection Committee forwards the application materials of the unranked finalists to the appropriate senior or executive administrator. All finalists must be acceptable to the Selection Committee. The Chair of the Selection Committee notifies the Vice President for Human Resource Services of the names of the finalists forwarded to the appropriate senior or executive administrator and returns the screening and interview forms to the Human Resource Services Office.~~

~~F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair or Co-Chairs may request to review the applicant pool to ensure that qualified applicants have not been overlooked or recommend that the position be reopened.~~

~~G. The voting members of the Selection Committee will conduct reference checks in accordance with the policies and principles of equal opportunity. The voting members of the Committee will determine the questions to be asked in advance and reference checks will be conducted in the format provided by Human Resource Services. Reference information must be held in strict confidence within the committee.~~

#### ~~Final Selection~~

~~A. If the senior or executive administrator or the Superintendent/President is concerned with the diversity of the finalist pool or the number of finalists, the concerned party or designee will meet with the Selection Committee to discuss the concern. The concerned party and the Selection Committee will review the applicant and/or interview pool to ensure that qualified applicants have not been overlooked. As a result of this review, the Selection Committee and the concerned party may decide to continue with the interview process with or without additional finalists.~~

~~Otherwise, the position will be reopened.~~

~~B. The Selection Committee may appoint one voting member to attend the final administrative interviews as an observer. The Committee member must attend all of the finalists' interviews and, except for reports to the Committee, is responsible for the confidentiality of the interview.~~

~~C. The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the discretion of the Superintendent/President to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies (the Vice Presidents, the Deans, the Faculty, the Administrative Association, Classified staff, ASG, etc.).~~

#### ~~D. Site Visits~~

~~Executive Administrative positions: The Superintendent/ President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in the site visits.~~

~~Senior Administrative positions: The Superintendent/President and/or the appropriate Vice President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in site visits.~~

~~E. The appropriate Dean, Vice President, or the Superintendent/President will meet with the Selection Committee to discuss the final selection. Any ranking of the finalists may be discussed at this time. The appropriate Dean, Vice President, or the Superintendent/President will make the final selection for recommendation to the Governing Board. If none of the finalists is selected for hire, the Selection Committee and the appropriate administrator will: review information regarding the recommended finalists and/or the nature of the position; and/or review the interview pool to ensure that other potential finalists have not been overlooked; and/or recommend that the search be reopened.~~

~~F. The Superintendent/President or designee extends the offer of employment to the selected finalist. Human Resource Services coordinates all necessary intake and orientation procedures.~~

~~G. All offers of employment are subject to approval by the Governing Board.  
rev. PAC 2/3/98, 5/19/98, 1/22/02~~

### **❖ From current Palomar Procedure 174 titled Faculty Hiring Procedures**

#### ~~Faculty Hiring Procedures~~

##### ~~Establishing the Position~~

~~A. New faculty positions are identified by the department/program and submitted through an established procedure to the Staff Priorities Committee.~~

~~B. The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.~~

~~Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new faculty position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new faculty~~

~~position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College District as a whole.~~

~~It is expected that the request to establish a new position will initiate with the individual departments which will prepare the rationale in support of new positions. These requests should then be reviewed by the division deans, who will also contribute to the request by indicating how high a priority the dean would assign to the request given requests received from throughout the division. Similarly, the division dean should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.~~

~~These are the criteria which should be addressed in each proposal:~~

- ~~• 75/25 ratio (i.e., full-time to adjunct faculty ratio)~~
- ~~• average class size in the department/program~~
- ~~• WSCH/FTE ratio~~
- ~~• number of sections offered each semester~~
- ~~• number of adjunct faculty employed each semester~~
- ~~• position's inclusion in the five-year plan for the department/program~~
- ~~• professional standards for staffing~~
- ~~• course requirements~~
- ~~• program growth or demand~~
- ~~• District goals and objectives~~
- ~~• safety considerations~~
- ~~• external regulatory agency requirements or standards~~
- ~~• technological or other changes requiring the hiring of faculty with special skills~~
- ~~• scarcity of qualified adjunct faculty~~
- ~~• any other relevant factors specific to the department's/program's needs not included above~~

~~These criteria are not in priority order and all need not be addressed.~~

~~C. The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Resource Allocation Committee.~~

~~D. After the Resource Allocation Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.~~

~~E. Replacement positions require the approval of the Superintendent/President.~~

#### ~~Recruitment~~

~~A. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services.~~

~~B. Human Resource Services provides technical assistance including the identification of recruitment areas and appropriate advertising media.~~

~~C. The position announcement must include the following:~~

~~1. A description of the position duties and responsibilities including a statement of required participation in department/program activities and College District governance;~~

~~2. Minimum qualifications:~~

~~a. as determined by the department/program in accordance with Education Code Section 87356. Additional desirable qualifications that are job related and support the responsibilities of the position may be included.~~

~~b. a statement in accordance with Education Code section 87360 that requires that all applicants be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. Departments/programs may require applicants to explain or submit written materials that provide evidence of such understanding;~~

~~c. provision for presentation of qualifications that are equivalent to the minimum qualifications.~~

~~3. Legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.~~

~~4. The position announcement must be approved by the Department Chair/Director, the Dean, the appropriate Vice President, and Human Resources.~~

#### ~~Advertising~~

~~A. Positions are open and advertised for a minimum of eight weeks. In unusual or extenuating circumstances, the time frame may be reduced to not less than six weeks with the approval of the appropriate Vice President.~~

~~B. Position announcements are mailed to colleges, universities, and organizations committed to referring applicants from under-represented groups. In addition, positions are advertised locally and in professional publications recommended by the Selection Committee and/or the Department Chair/Director. Every effort is made to recruit qualified applicants from historically under-represented groups including the utilization of the Chancellor's Office Diversity Registry.~~

~~C. As part of the recruitment process, departments/programs are expected to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.~~

#### ~~Applications~~

~~A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.~~

~~B. Applications which do not meet minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee for review and action.~~

~~C. All applicants with completed applications who meet stated minimum qualifications will be forwarded to the Selection Committee.~~

#### ~~Screening~~

~~A. Screening criteria and interview questions must be approved by the Human Resource Services Office before Selection Committee members have access to applications. Screening criteria help members to review objectively each application. The screening criteria must be listed on the Selection Criteria Report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.~~

~~B. All members of the Selection Committee complete screening forms for each applicant.~~

~~C. Upon determination of applicants to be interviewed, all applications and screening forms are returned to Human Resource Services.~~

#### ~~Interviews~~

##### ~~Selection Committee~~

~~A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee.~~

~~B. Human Resource Services provides copies of the application and interview screening forms to the Selection Committee with an interview schedule.~~

~~C. All members of the Selection Committee must be present for all interviews. If a voting committee member misses an interview, that committee member is removed from the Selection Committee.~~

~~D. At the request of the Selection Committee, a candidate who must travel more than 150 miles to interview with the Selection Committee may be interviewed by the Joint Selection Committee and the Superintendent/President or designee within a day of the Selection Committee interview. If the candidate becomes a finalist for the position, these interviews will serve as finalist interviews.~~

~~E. After interviews are completed, members of the Selection Committee discuss and evaluate the qualifications of the candidates. The Committee also considers whether the candidates selected as finalists will contribute to diversity at Palomar College.~~

~~F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair may request to review the applicant pool to ensure that qualified applicants have not been overlooked.~~

~~G. Multiple finalists for each position are forwarded. All recommended finalists are fully acceptable to the Selection Committee.~~

~~H. Voting members of the Selection Committee conduct reference checks. Reference information must be held in strict confidence within the committee.~~

~~I. The Selection Committee Chair forwards the application materials of the finalists to the Dean who then convenes the Joint Selection Committee. The Selection Committee Chair returns the screening and interview forms and all other non-finalist application materials to the Human Resource Services Office.~~

#### ~~Joint Selection Committee~~

~~A. The Joint Selection Committee interviews all finalists forwarded by the Selection Committee.~~

~~B. The Joint Selection Committee refers all interviewed finalists to the Superintendent/President.~~

~~C. The Superintendent/President, or designee, interviews the finalists and presents his/her assessments and recommendations to the Joint Selection Committee. In addition the Selection Committee may appoint a representative from the committee to attend the Superintendent/President's interviews as an observer. This representative must attend all of the finalists' interviews and any subsequent meetings between the Selection Committees and the Superintendent/President.~~

~~D. The Joint Selection Committee will consider the Superintendent/President's assessment and recommendations before coming to consensus. If the Joint Selection Committee and Superintendent/President agree on the recommended finalist, the name is recommended to the Governing Board. If no agreement is reached, the Joint Selection Committee and Superintendent/President will meet to discuss the finalists. The Superintendent/President will make the recommendation to the Governing Board.~~

~~E. Each member of the Selection Committee and Joint Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.~~

~~F. The appropriate Vice President or designee extends the tentative offer of employment to the selected finalist and coordinates all necessary intake and orientation procedures with the Human Resource Services Office.~~

~~G. All offers of employment require approval by the Governing Board.~~

~~GB 10-12-93, rev. GB 6/9/98, 1/22/02~~

#### **❖ From current Palomar Procedure 174.1 titled Adjunct Faculty Hiring (93-16345)**

~~Adjunct faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure-track faculty positions.~~

##### ~~A. Notification~~

~~1. Each semester every department/program will identify subject areas for which additional adjunct faculty are needed for the subsequent semester and will notify Human Resource Services of the positions available in their disciplines and subject areas.~~

~~2. Upon request, Human Resource Services will advertise for adjunct faculty positions. Advertising for special recruitment efforts will be expanded at the request of the department/program. Advertising may be necessary each semester for larger departments in order to maintain a sufficient pool.~~

~~3. Each position requires:~~

~~a. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.~~

~~b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resource Services for potential adverse impact.~~

~~4. Position announcements will state that the positions are part-time and not eligible for tenure.~~

##### ~~B. Application/Selection Process for Adjunct Positions~~

1. ~~Human Resource Services will forward all adjunct faculty applications and completed equivalency forms to the appropriate department/program.~~
  2. ~~Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.~~
  3. ~~The Department Chair/Director or designee and, when possible, at least one other fulltime tenured or tenure-track faculty member will screen and review all applications and select those qualified applicants who best meet the needs of the department/program to interview.~~
  4. ~~Each candidate interviewed for an adjunct faculty position will submit proof of qualifications.~~
  5. ~~Each department/program may require a demonstration of teaching, counseling, or librarianship skills.~~
  6. ~~The Department Chair/Director will notify the appropriate Dean of his/her selection of new adjunct faculty through the Schedule Information Sheet (S.I.S.).~~
  7. ~~All tentative offers of employment require approval by the Governing Board.~~
  8. ~~The department/program may rehire an adjunct faculty member for subsequent semesters in the same discipline.~~
- ~~GB 4-26-94, rev. 6/9/98, 1/22/02~~

**❖ From current Palomar Procedure 174.2 titled Temporary Contract Faculty Hiring (93-16345)**

~~Temporary Contract Faculty Hiring~~

~~Temporary contract faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure-track faculty positions.~~

~~Temporary contract opportunities will be identified by the Department Chair/Director and the Dean in consultation with the appropriate vice president.~~

~~A. Planned Temporary Replacement Contracts~~

~~When a temporary contract is identified in advance to replace a faculty position, the position will be filled in accordance with the policy, criteria, and procedures for hiring tenure-track faculty (BP 174), except that the position announcement will state that the position is temporary and not a tenure-track position.~~

~~B. Emergency Temporary Replacement Contracts~~

~~In emergency situations temporary contract positions will be filled in compliance with Title 5 Regulations \ and Equal Employment Opportunity Programs and BP 174.2. These regulations allow the District to fill positions through internal recruitment for interim appointments or when justified by "business necessity." Business necessity means that the District would suffer substantial additional financial cost, or there exists a threat to human life or safety, or student learning would be severely impacted, or the District has no opportunity to plan (for example, the sudden death of an employee).~~

~~C. Notification~~

~~When an emergency situation occurs, the District will recruit a temporary replacement from current qualified full-time and adjunct faculty who have taught in the discipline during the current or previous year.~~

1. ~~Human Resource Services secures approval of "business necessity" from the Chancellor's Office.~~
2. ~~Human Resource Services advertises internally for temporary contract positions.~~
3. ~~Each position requires:~~
  - a. ~~Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.~~
  - b. ~~Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resource Services for potential adverse impact.~~

~~c. Position announcements will state that the positions are temporary and not eligible for tenure.~~

~~D. Application and Selection Process for Emergency Temporary Replacements~~

~~1. Human Resource Services will forward all temporary contract applications and completed equivalency forms to the appropriate Department Chair/Director.~~

~~2. Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.~~

~~3. The Department Chair/Director and the Dean or their designees and at least three (3) other full-time tenured or tenure-track faculty members will screen applications and select applicants to interview. The committee should normally have no more than seven members.~~

~~4. Each candidate interviewed for a temporary contract position will submit proof of qualifications.~~

~~5. The department/program committee may require a demonstration of teaching, counseling, or librarianship skills.~~

~~6. The Department Chair/Director will notify the appropriate Vice President and Human Resource Services of the committee's selection. The Department Chair/Director will complete a Request for Academic Contract form.~~

~~7. All tentative offers of employment require approval by the Governing Board.~~

~~8. Terms of employment for temporary contract faculty are limited by applicable sections of the Education Code (Sections 87478, 87481, 87482).~~

~~GB 4-26-94, rev. 6/9/98, 1/22/02~~

#### ❖ **From current Palomar Procedure 190 titled Classified Hiring Procedures**

~~Classified Hiring Procedures~~

~~Establishing the Position~~

~~A. New Classified positions are established through the reallocation of existing budgeted funds or through growth funding as described in the Resource Allocation Plan. Highest priority will be given to staff positions that are recurring short-term assignments and/or critical to the support of growth. Of lesser priority will be the establishment of positions that enhance delivery of service but are not critical to support growth.~~

~~B. Requests for all new positions are identified in advance in the department/program plans or the Educational Master Plan and are established according to need and priority within the area as funds become available.~~

~~Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new classified position. These criteria will be used as guides for the Committee in recommending the order of establishing positions across the College District as a whole. You may address these criteria, as well as any other factors relevant to the need for a new classified position, by completing the Rationale Form for New Classified Positions.~~

~~The individual departments should initiate the Rationale Forms for New Classified Positions.~~

~~These requests should then be reviewed by the appropriate dean or administrator, who will also contribute to the request by indicating how high a priority s/he would assign to the request given requests received from throughout the area for which he or she is responsible. Similarly, the dean or administrator should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.~~

~~These are the criteria which should be addressed in each proposal:~~

- ~~• continuing use of short-term staff to perform the functions of the proposed position~~
- ~~• overtime/compensation time expended by the department or unit~~
- ~~• technological or other changes requiring the employment of staff with special skills~~

- scarcity of qualified short-term staff
- backlog of work
- increase in demand for services provided by the department or unit
- industry standards
- external regulatory agency requirements or standards
- District goals and objectives
- position included in the department or unit's five-year plan
- increased service requirements/added responsibilities and/or inability of the department or unit to accept additional responsibilities due to current staffing
- any other factors specific to the department's or unit's needs not included above

These criteria are not in priority order and all need not be addressed.

C. Each administrative division is responsible for establishing the order of funding for positions within it, after consultation with the requesting departments/programs.

D. The Vice Presidents are responsible for establishing the order of funding for positions within the District as a whole, consistent with the Educational Master Plan.

E. After available funds for new positions have been identified, the Superintendent/President submits new position recommendations to the Governing Board for approval.

F. If a new position also involves a new classification, the District should seek and consider any input from the CCE/AFT in accordance with B.P. CCE/AFT-6 C; rev. PAC 5/19/98

Also see: [BP/AP 3410 titled Nondiscrimination](#) and [BP/AP 3420 titled Equal Employment Opportunity](#); [BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies](#); [AP 7126 Applicant Background Checks](#); and [AP 7127 Restrictions Governing the Employment of Applicants with Criminal Records](#).

Office of Primary Responsibility:      [Human Resource Services](#)

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**NOTE:** The information in **black ink** reflects current Palomar Procedures 26 titled Administrative Hiring approved on 2-3-98, revised 5-19-98, and revised on 1-22-02; 174 titled Faculty Hiring Procedures approved on 10-12-93, revised 6-9-98, and revised on 1-22-02; 174.1 titled Adjunct Faculty Hiring approved on 4-26-94, revised 6-9-98, and revised on 1-22-02; 174.2 titled Temporary Contract Faculty Hiring approved on 4-26-94, revised 6-9-98, and revised on 1-22-02; and 190 titled Classified Hiring Procedures approved on 5-19-98. The information in **blue type** is additional language to consider including in this procedure. The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** reflects revisions/additions made by Human Resource Services.

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**Date Approved:**  
 (Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)