

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
Superintendent/President	Board documents: Board policies and procedures, minutes, Board agendas.
	Legal counsel opinions
	Elections called by the Board and records of call and results
	District organizations
	Records relating to Board action, formation, naming, boundaries, changes in boundaries, reorganizations.
	District foundation: 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.
Assistant Superintendent/ Vice-President of Finance and Administrative Services	Administrative affairs: 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
	Fixed assets and property records: (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
	Payroll records: Proven summary of payroll for every employee; salary, wages, deductions and withholdings; absence records; payroll register.
	Risk management: Certificates of insurance and Worker's Compensation Insurance certificates from vendors.
	Safety: Hazardous waste generator reports; hazardous bill of lading, hazardous waste manifests
	Conflict of Interest Statements
Assistant Superintendent/Vice- President Human Resource Services	Personnel Records: 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.
	Risk Management/ Employee Health Benefits: 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.
Assistant Superintendent/Vice- President Instruction	Academic affairs: Catalog, class schedules, minutes of advisory committee meetings and academic senate meetings; accreditation reports; faculty handbooks
Assistant Superintendent/Vice-	Admissions and records: Attendance reports, class rosters,

President Student Services	instructor grade sheets, permanent transcripts, reports of degrees and certificates
	Student governance minutes

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. Baring 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

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.

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.~~

Note: Local practice may be used as the basis for this procedure, and typically addresses the following. The District is advised to consult with its insurance administrators or the administrators for their self-insurance JPA regarding any particular procedures that may be required.

- The forms to be used to submit claims;
- That claims must be submitted using the designated forms;
- If a claim is not submitted on the designated form, it will be returned;
- Any claim returned may be resubmitted using the proper form;
- Where claim forms can be obtained;
- Where they have to be turned in;
- Timelines that comply with Government Code; and
- Requirements the insurer or JPA has requested of the District.

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 45th 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

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.

Date Approved:

(Replaces current Palomar College Procedure 509)

Finance and Administrative Services
DRAFT as of 3/2/09

AP 6450 **CELLULAR OR WIRELESS PHONE/MOBILE DEVICE USE**

References:

Vehicle Code, Sections 12810.3, 23123, and 23124;
Internal Revenue Code (I.R.C.), Sections 274(d)(4) and 280F(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone/mobile device at District expense.

The Chief Business Officer shall be responsible for creating, maintaining, and communicating information and operational guidelines related to cellular or wireless phones owned by the District and for stipend allowances for usage of personal cellular or wireless phone/mobile devices.

Cellular telephones owned by the District are classified by the Internal Revenue Service as "listed property" and may be included as employee wages, unless they are used exclusively for business purposes.

Employees provided a District owned cellular or wireless phone shall maintain supporting documentation regarding personal and business use, to permit the District to include a pro rata share of the value of the phone and the monthly service charges for personal cellular or wireless telephone usage. Failure to document such usage will result in the classification of the value of the cellular or wireless telephone and the monthly service charges as employee income.

The District shall monitor the cellular or wireless phone usage of its employees to ensure their compliance with this procedure. These rules do not apply to cellular or wireless phones/mobile devices owned by employees. Any reimbursements to employees for use of their own cellular or wireless phones/mobile devices may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use cellular or wireless phones/mobile devices while operating their vehicles without a hands-free listening device. Drivers may use a cellular or wireless phone/mobile device to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a cellular or wireless phone.

Office of Primary Responsibility: Finance and Administrative Services

NOTE: The **red ink** signifies language that is **legally advised**. This new procedure was recommended by the CC League and the League's legal counsel in Update #15 disseminated to districts in September 2008. This procedure was created to address Internal Revenue Service (IRS) guidelines. The language in **green ink** is recommended by Finance and Administrative Services. The information in **blue ink** is language to consider including.

Date Approved:

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

Proposed Palomar Community College District Procedure

CCLC No. 7330

Human Resources
DRAFT as of 2/17/09

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

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.

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

Position Type	Required Approval
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.

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

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

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
Assistant Superintendent/ Vice President for Human Resource Services*†	<ul style="list-style-type: none"> • 1st-Level: Another Vice President • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • All other Vice Presidents • Additional members may be appointed at the President's discretion

		<p>Services</p> <ul style="list-style-type: none"> • One Finance & Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance & Administrative Services • One member of the Administrative Association • One member of the Confidential & Supervisory Team • Four classified employees from the bargaining unit represented by CCE/AFT • One representative of Human Resource Services appointed by the Superintendent/President • Two students 	
Dean*†	<ul style="list-style-type: none"> • 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 • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • One faculty member from each constituent discipline/department within the affected division • One representative from each of the other constituent employee groups: Administrative Association, Confidential & Supervisory Team, and the bargaining unit represented by CCE/AFT • Additional members may be appointed at the President's discretion 	<ul style="list-style-type: none"> • The appropriate Vice President • The Dean co-chair of the 1st-level committee • Additional members may be appointed at the Superintendent/President's discretion
Director*†	<ul style="list-style-type: none"> • 1st-Level: Any executive, senior, or Administrative Association administrator • 2nd-Level: Appropriate executive or senior administrator 	<ul style="list-style-type: none"> • One representative from each of the constituent employee groups: Administrative Association, Faculty, Confidential & Supervisory Team, and the bargaining unit represented by CCE/AFT 	<ul style="list-style-type: none"> • Chair of the 1st-Level Committee • Additional members may be appointed at the executive administrator's discretion
Faculty*	<ul style="list-style-type: none"> • 1st-Level: Department Chair/Director or faculty 	<ul style="list-style-type: none"> • Majority of committee must consist of faculty members 	<ul style="list-style-type: none"> • Joint Selection

	<p>designee (co-chairs may be appointed)</p> <ul style="list-style-type: none"> • 2nd-Level: Two interviews are conducted for each finalist and are as follows: • President’s interviews: Superintendent/President (serves as both chair and the sole committee member) • Joint Selection Committee’s interviews: Appropriate Dean 	<p>from the discipline or a closely related discipline (Note: may substitute one community member or faculty member from another institution)</p> <ul style="list-style-type: none"> • One faculty member from outside of the department • One student (optional – non-voting) 	<p>Committee:</p> <ul style="list-style-type: none"> • Appropriate Vice-President • Chair of the first-level committee • At least two additional members from the 1st-level committee <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
<p>All other Administrative Association positions, Confidential & Supervisory Team positions, Child Development Center Teacher positions, and Classified positions*</p>	<ul style="list-style-type: none"> • Supervisor of the position or designee 	<ul style="list-style-type: none"> • Majority of committee must consist of employees from within the affected department/program • One employee from outside of the department • 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 	<ul style="list-style-type: none"> • 2nd-Level interviews are not required; if conducted, the committee consists of the following: • Supervisor of the position • All or some members of the 1st-level committee • The executive, senior, or other administrator to whom the position’s supervisor reports

			(optional) • Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)
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* 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).

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.

2. Diversity: The selection committee should be balanced in its diversity and, to this end, will seek representation from significantly under-represented groups whenever possible.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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;
 - d. 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.

Employment Unit	Deciding Authority/Process
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.

Authorized Action	Deciding Authority
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](#)

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.

Date Approved:

(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)

General Institution
DRAFT as of 1/23/09

AP 3100 ORGANIZATIONAL STRUCTURE

References:

[Education Code Section 72400;](#)

[Title 5 Section 53200](#)

Michelle will bring this procedure back to a future Task Force Meeting

[The District's current organizational charts are included in the Palomar College Governance and Administrative Handbook posted on the District's website.](#)

[Office of Primary Responsibility:](#)

[Office of the Superintendent/President](#)

NOTE: This procedure is **legally advised**. The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The **green ink** reflects language recommended by Institutional Research and Planning. The information in **blue ink** is language to consider including. This procedure was reviewed by the Task Force on 1-23-09.

Date Approved:

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

AP 3200 ACCREDITATION

References:

[Accreditation Eligibility Requirement 20;](#)
[Accreditation Standard IV.B.1.i](#)

Michelle will add a paragraph that references all other accrediting agencies
(See new Highlighted Paragraph Below)

In accordance with the standards of the Accrediting Commission for Community and Junior Colleges (ACCJC), the District shall conduct a comprehensive self study every six years and host a visit by an accreditation team. The District shall prepare and submit mandatory midterm reports as required by ACCJC in the third year of each six-year cycle. Further, the District shall prepare and submit progress reports and annual reports as required by ACCJC.

When the Self Study is completed, the Governing Board shall review and approve it prior to submission to ACCJC in accordance with prescribed timelines.

District employees responsible for the functions related to the accreditation standards shall be involved in the self study and team visit. The process for producing the written document that is the Comprehensive Self Study shall include the appointment of:

- A Self Study Chair or Chairs, appointed by the Superintendent/President in accordance with campus procedures. If the Chair is a faculty member, the appointment shall be made jointly by the Faculty Senate and Superintendent/President
- Accreditation Liaison Officer, appointed by the Superintendent/President
- Active, campus-wide constituency participation inclusive of administrators, faculty, classified and supervisory staff, and students and
- An Accreditation Steering Committee

The District recognizes that the process of accreditation is an ongoing and continuous effort of planning, review, and improvement. To this end, the District shall establish a governance committee, titled the Accreditation Steering Committee. The Accreditation Steering Committee shall report to the District's principle governance committee, the Strategic Planning Council, and provide the overall planning, guidance, response, and preparation for the comprehensive Self Study, mid-term report, and other report requirements from ACCJC. The Accreditation Steering Committee shall make recommendations on any issues related to accreditation throughout the six-year cycle. The Accreditation Steering Committee shall maintain currency with accreditation standards and procedures, including attending accreditation workshops. The Accreditation Steering Committee shall communicate and distribute information related to accreditation standards and procedures. The Accreditation Steering Committee shall meet regularly and as necessary throughout the year.

For each program requiring special accreditation, beyond that granted to the District by ACCJC, the District shall comply with the specific accrediting agency's requirements. This may include,

but not be limited to, preparing accreditation studies and documents for initial or reaffirmation of accreditation and preparing and submitting mandatory progress reports. District employees responsible for the functions related to the program's specific accreditation standards shall be involved in the accreditation process. The Governing Board shall review and approve any studies or progress reports as required by a program's specific accrediting agency.

Office of Primary Responsibility: _____ Office of the Superintendent/President

NOTE: The **red ink** is language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The **green ink** reflects language recommended by Institutional Research and Planning. The information in **blue ink** is additional language to consider including in this procedure. This procedure is **legally required**. This procedure was reviewed by the Task Force on 1-23-09.

Date Approved:

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

General Institution
DRAFT as of 3/2/09

AP 3250 INSTITUTIONAL PLANNING

References:

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;
Accreditation Standard I.B

**Michelle will define the role of the Planning Councils and process more thoroughly and bring this procedure back to a future Task Force Meeting
(See highlighted sections below)**

The District's institutional planning processes shall be broad-based, comprehensive, systematic, and integrated into all aspects of decision-making, including resource allocation decisions.

The District's governance and planning structure consists of five planning councils and a budget committee. The Strategic Planning Council (SPC) serves as the principle participatory governance and planning body of the District.

The SPC reviews actions, recommendations, and requests of planning groups and task forces. The SPC amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The SPC develops, implements, evaluates continuously and revises, if necessary the District's plans and initiatives, both long-term and short-term. The budget committee reports to the SPC and recommends budgeting parameters to align budgets with college priorities and plans.

Four planning councils, the Instructional Planning Council, the Student Services Planning Council, the Finance and Administrative Services Planning Council, and the Human Resource Services Planning Council report to the SPC and are responsible for guiding and implementing program planning and review cycles, establishing goals and tasks related to the annual implementation of the District's strategic plan, and reviewing divisional budgets to ensure that they are linked to institutional plans.

As appropriate, the SPC and/or other planning councils shall develop, implement, and update all District plans, including but not limited to those required by law such as the District's

- Long-range Educational and Facilities Master Plan Equal Employment Opportunity Plan
- Student Equity Plan
- Matriculation Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- EOPS Project Plan

As part of the planning system, SPC shall employ a Strategic Planning cycle which includes the development, implementation, and evaluation of an institution-wide strategic plan. The Strategic Plan shall include statements of the District's vision, mission, and values. The Strategic Plan

shall document institution-wide goals and objectives. To develop the Strategic Plan, SPC shall review the results of internal and external scans, compiled by the Office of Institutional Research and Planning, which provide information regarding the environment in which the District operates and measures of institutional effectiveness. Once the Strategic Plan is developed, SPC shall guide and monitor its implementation.

As part of the planning system, the SPC and other planning councils shall evaluate institutional progress towards meeting the plan's goals and objectives. Further, SPC and other planning councils shall annually review and discuss measures of institutional effectiveness. The measures of institutional effectiveness shall incorporate the District's college-level accountability metrics which are published in the State's Accountability Reporting for Community Colleges process.

The District's divisional planning councils (Instructional Planning Council, Student Services Planning Council, Finance and Administrative Services Planning Council, and Human Resource Services Planning Council) shall guide the development and implementation of program planning and review cycles. These cycles shall include a review of program effectiveness and the development of program plans. The District's planning councils shall use completed program planning and review documents in their decision-making processes, including recommendations for resource allocation.

Office of Primary Responsibility: Office of the Superintendent/President

NOTE: The **red ink** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The **green ink** reflects language recommended by Institutional Research and Planning. The information in **blue ink** is additional language to consider including in this procedure. This procedure was reviewed by the Task Force on 1-23-09.

Date Approved:

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

AP 4030 ACADEMIC FREEDOM

References:

Title 5 Section 51023;
Accreditation Standard II.A.7

❖ **From current Palomar AP 300 titled Academic Freedom**

Palomar College considers academic freedom defined by its attendant rights and responsibilities as a vital, primary force in the achievement of the aims and objectives of the institution.

Academic freedom involves inherently the following rights and responsibilities:

- To research to the limit of competence and training the assigned teaching area and its references-
- To survey, probe, and question the relation of humans to their environment within the guidelines of research techniques and intelligent discussion-
- To question and challenge, without fear of censorship or discipline, those actions originating from within the institution which seriously affect the total academic environment-
- To introduce within the assigned teaching area controversial concepts, issues, and systems, subjecting these ideas to the test of objective reasoning-
- To create an unhampered and clear intellectual atmosphere, democratically maintained, encouraged, and supported by students, staff, administration, and members of the Governing Board-
- To associate with those individuals or groups of one's choice without fear of censorship or discipline, unless such association is forbidden by law-

At no time will the inherent right of the staff to use any of the normal channels of campus communication be abridged, nor will individual staff members be singled out for special prior censorship of their use of such channels of communication. It is understood that staff members exercising this right will accept responsibility for both the substance and the manner of their messages.

College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

NOTE: This procedure is **suggested as good practice**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. The information in **blue ink** is additional language to consider including in this procedure. The language in black ink is current Palomar Procedure 300 titled Academic Freedom with no date.

Date Approved:

(Replaces current Palomar Procedure 300)

AP 4290 ACADEMIC HONESTY

References:

No references

❖ **From current Palomar AP 300.1 titled Statement on Professional Ethics**

Palomar College believes that the "Statement on Professional Ethics," promulgated by the American Association of University Professors and adopted by the California Academic Senate, serves as a reminder of the variety of obligations assumed by all members of the academic profession. These standards should become an integral part of each faculty member's personal and professional life.

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision.

Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as persons, they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

[Office of Primary Responsibility:](#) [Instructional Services](#)

NOTE: This procedure is **suggested as good practice**. The language in **green ink** is recommended by the Office of Instruction and the Faculty Senate. The information in **blue ink** is additional language to consider including in this procedure. The language in **black ink** is current Palomar AP 300.1 titled *Statement on Professional Ethics* with no date.

Date Approved:

(Replaces current Palomar Procedure 300.1)