



**FACULTY SENATE MEETING**

August 23, 2021

EXHIBITS



Minutes of the  
SPECIAL MEETING OF THE FACULTY SENATE  
June 1, 2021

APPROVED

**PRESENT:** Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Molly Faulkner, Jenny Fererro, Sergio Hernandez, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Leigh Marshall, Adam Meehan, Scott Nelson, Tina-Marie Parker, Sabrina Santiago, Elizabeth Stephens, Fari Towfiq, Rocco Versaci, Anastasia Zavodny

**ABSENT:** Lawrence Lawson, Beatrice Manneh, Susan Miller, Ben Mudgett, Wendy Nelson, Candace Rose, Reza Wrathall

**GUESTS:**

**Please note: All votes are presumed unanimous unless indicated otherwise.**

**CALL TO ORDER** The special video conference meeting was called to order by Senate President Rocco Versaci, at 2:30 PM.

**PUBLIC COMMENTS** - No public comments.

**ACTION**

**A. Approval of minutes from 5/17/21 and 5/24/21**

**Motion 1** MSC: Faulkner/Towfiq Faculty Senate approval of meeting minutes dated 05/17/21 as amended (see Exhibit 1).

Abstention: Tina-Marie Parker

The motion carried.

**Motion 2** MSC: Towfiq/Faulkner Faculty Senate approval of meeting minutes dated 05/24/21 as amended (see Exhibit 2).

The motion carried.

**B. Committee Appointments**

**Motion 3** MSC: Zavodny/Laughlin Faculty Senate approval to confirm the following committee appointments (see Exhibit 3):

The motion carried.

Evaluations Appeals Committee – **Jeffrey Epstein**, Faculty, at-large, alternate 21-2\_  
Curriculum Committee – **Vickie Mellos**, Faculty, L&L, 21-24  
Equivalency Committee – **Dana O’Callaghan**, Faculty, Ful-time, Counseling 21-23  
Curriculum Committee – **Peter Ovwiovwio**, Faculty, AMBA 21-24  
Career Education Committee – **Wing Cheung**, Faculty, Instructional 21-23  
Distance Education Committee – **Barbara Hammons**, Faculty, SBS 21-23

**C. Confirm/Elect Faculty Volunteers to SBS Dean Hiring Committee**

**Motion 4** MSC: Zavodny/Aguilar

Faculty Senate approval to confirm the following appointments to the SBS Dean Hiring Committee (see Exhibit 4):

The motion carried.

**Patricia Dixon** – American Indian Studies  
**Laurel Anderson** – Child Development  
**Angelica Yanez** – Ethnic Studies  
**Betsy Pain** – Anthropology  
**Leigh Marshall** – Kinesiology and Athletics  
**Travis Ritt** – EHPS

**Motion 5** MSC: Zavodny/Aguilar

Faculty Senate approval to accept the results of the ballot for the ECE Lab School representative for the SBS Dean Hiring Committee (see Exhibit 4):

SBS Dean Hiring Committee - **Tamara Holthaus**, ECE Lab School Representative

The motion carried.

Senator and Committee on Committees Chair Anastasia Zavodny email the ballot to Senators.

**INFORMATION ITEMS**

**A. Update to CALM Committee Governance Structure** (see Exhibit 5)

Senator Zavodny, a member of the CALM Committee shared and explained the changes found on the exhibit and stated the CALM Committee has approved the edits.

Senator Scott Nelson asked if the ZTC (Zero Textbook Cost) logo or symbol appears on the fall 2021 schedule. Zavodny acknowledged Senator Nelson’s concern and stated that many of the summer and fall classes do not have appropriate symbols. The CALM Committee has been working with the District and the bookstore for a few years now to have this symbol as well as the LTC (Lower Textbook Cost) symbol added to the schedule so students have this information when registering for classes. The bookstore says this designation cannot be automated and must be done manually each and every semester for every class where its applicable. Zavodny said the issue seems to be that the bookstore has the responsibility to make sure these symbols appear on the schedule but the bookstore is not following through or staying current with this task. Zavodny is preparing a report over the summer for the Executive Committee to memorialize this issue and other bookstore issues faculty have encountered. She will be asking faculty to provide their own experiences working with the bookstore on these issues and will include them in her final report.

**Motion 6** MSC: Faulkner/Towfiq

Faculty Senate approval to suspend the rules and move back into Action.

The motion carried.

**Motion 7** MSC: Towfiq/Zavodny

Faculty Senate approval of the CALM Committee Governance Structure Group Request (see Exhibit 5).

The motion carried.

## **B. Part-Time Faculty Equity Issues (see Exhibit 6)**

Senator Anastasia Zavodny briefly reviewed the exhibit and began to explain additional considerations for continuing the advancement of equity and inclusion for the Adjunct/Part-Time Faculty. During the work group's meetings, Zavodny confirmed that several Senators as well as faculty attended to provide feedback on these considerations and to show support.

Considerations include:

1. Creation of an informal Mentoring Program - Our Part-Time Faculty frequently teach at multiple colleges, each with their own unique deadlines, program names, and campus initiatives. An informal Mentoring Program could serve to aid our faculty and increase inclusivity and collegiality by providing a peer contact. Both experienced Full-Time and Part-Time Faculty would be recruited to serve as Mentors, to be paired with small groups of interested Part-Time Faculty mentees. This could begin as a pilot program.
2. Recognition of Service - The college recognizes the years of service of our Full-Time Faculty. In the spirit of inclusivity and equity, a similar recognition could be extended to our Part-Time Faculty colleagues, as they too dedicate their time and expertise to the college. This recognition would mirror that already established for the Full-Time Faculty.

Senator Sergio Hernandez acknowledged the contributions made by part-time faculty and said he is already mentoring part-time faculty in his own department and encouraged others to do the same.

Senator Will Dalrymple added that when he began teaching at Southwestern, an informal mentoring program was in place in the English Dept which he found helpful and welcoming.

VP Jenny Ferrero asked the question about how years of service for part-time would compare to years of service for full-time, calling attention to the fact that for a full-time a year of service means teaching 8-10 classes, while that is not the same for part-time. Zavodny said the work group talked about calculating a mathematical equivalent but decided that part-time service would count as 1 year regardless of how many classes they teach.

Senator Sabrina Santiago shared with Senators her idea of asking for funding from Guided Pathways to coordinate the pilot mentoring program. Senator Zavodny said she would reach out to Guided Pathways in early fall when funding might become available.

Senator Elizabeth Stephens shared that she has gone through different formal trainings and modules for part-time faculty at other colleges which she found very helpful.

President Versaci stated this item will continue to come to Faculty Senate in fall as an Information Item.

**ADJOURNMENT:** The meeting was adjourned at 3:00 PM.

Respectfully submitted,

*Molly Faulkner*

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Molly Faulkner, Secretary

## HUMAN RESOURCES

**AP 7120 RECRUITMENT AND HIRING****References:**

Education Code Sections 70902 (d); 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;  
Title 5 Code Sections 53000 et seq. ;  
Accreditation Standard III.A

**GENERAL PROVISIONS**

**Equal Employment Opportunity (EEO) – Commitment to Diversity and Equity:** In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on bases including but not limited to: ethnic group identification, race, color, national origin, religion, socio-economic status, age, gender, gender identity, gender expression, sex, physical or mental disability, sexual orientation, political affiliation, transgender, 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 or 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.

Equal employment opportunity issues (e.g., diversity of applicant pool) are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

**ANNOUNCEMENTS AND RECRUITMENT****A. Announcements**

Human Resource Services must approve all announcements prior to posting. Full-time faculty positions are requested by departments or disciplines and then are prioritized by a subcommittee of the Instructional Planning Council (IPC), utilizing a procedure developed by IPC. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services (HRS).

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**Date Approved: 10/21/14**

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

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	Governing Board
Vice President	Superintendent/President or Designee
Directors and Deans	Appropriate Executive Administrator
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 (Confidential and Supervisory Team)	Supervisor of Position or Designee
Early Childhood Education Lab School Teachers	Supervisor of Position or Designee

2. Components: The position announcement must include the following:
  - A description of the position duties, responsibilities, salary, assignment, benefits, and terms of employment (including working hours and conditions, employment group, and status);
  - For academic positions, minimum qualifications as determined by the Board of Governors, and for classified positions, as determined by the Governing Board (Board) Minimum qualifications shall also include a statement regarding sensitivity to and understanding of the diverse academic, socioeconomic, cultural, (dis)ability, gender identity, sexual orientation, religion, and racial/ethnic backgrounds of community college students. ;
  - Preferred qualifications (when listed) that are job related and consistent with business necessity;
  - For faculty positions, a provision for determination of equivalency if applicable;
  - Depending on employment unit, a statement regarding required participation in shared governance;
  - Additional language required for compliance with federal, state, and District regulations (e.g., Equal Opportunity Employer notice);
  - Any application procedures specific to the posted position.

**B. Advertising**

1. HRS provides assistance including the identification of appropriate advertising media. Table 2 outlines minimum advertising durations.
2. Job announcements are advertised through various organizations (e.g., the

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California Community Colleges Registry) and through various online sources; HRS will actively advertise and recruit within diverse network platforms.

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	4 weeks, open until filled
Classified	2 weeks, open until filled
Faculty	8 weeks,** open until filled
Child Development Early Childhood Education Lab School Teachers	4 weeks, open until filled

\* A minimum two-week advertising period is required for all interim appointments.

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

**C. Recruitment Methods**

- HRS recruits all permanent positions.
- Presidential searches will be handled in accordance with BP 2431 titled Superintendent/President Selection.
- Part-Time Faculty: HRS will accept applications on an ongoing basis for part-time faculty positions (see the section titled Part-Time Faculty).
- All applications shall be submitted to HRS.

**D. Applications**

1. Applications are attached to each job announcement and are available online through the District website. Hard copy applications are available in the HRS Office. The application will contain the following basic components:
  - Application form inclusive of educational and professional histories, skills and qualifications and references;
  - Attachment to application (conviction history questionnaire); and
  - Confidential data sheet for federal and state collection and reporting purposes.
2. HRS will accept application materials until the position is filled.

**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.

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**C. Selection Committee Composition**

1. Selection Committee composition is outlined in Table 3 below and applies to both permanent and interim appointments.

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

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

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

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

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
<p><b>All other Administrative Association positions, Confidential &amp; Supervisory Team positions, and Classified positions*</b></p>	<ul style="list-style-type: none"> <li>Supervisor of the position or designee</li> </ul>	<ul style="list-style-type: none"> <li>Majority of committee must consist of employees from within the affected department/program</li> <li>One employee from outside of the department</li> </ul> <p><b>Note:</b> 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</p>	<p>2nd-Level interviews are not required; if conducted, the committee consists of the following:</p> <ul style="list-style-type: none"> <li>Supervisor of the position</li> <li>All or some members of the 1st-level committee</li> <li>The executive, senior, or other administrator to whom the position's supervisor reports (optional)</li> <li>Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)</li> </ul>
<p><b>Child Development Center <u>Early Childhood Education Lab School</u></b></p>	<ul style="list-style-type: none"> <li>Coordinator or Center Liaison or designee</li> </ul>	<ul style="list-style-type: none"> <li>Majority of committee must consist of employees from within the affected department/program</li> <li>One employee from outside of the department</li> </ul> <p><b>Note:</b> 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</p>	<p>2nd-Level interviews are not required; if conducted, the committee consists of the following:</p> <ul style="list-style-type: none"> <li>Supervisor of the position</li> <li>All or some members of the 1st-level committee</li> <li>The executive, senior, or other administrator to whom the position's supervisor reports (optional for all positions except site supervisor or coordinator)</li> </ul>

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

† For these positions, the 1st-level committee shall appoint a faculty member of the committee to serve as a non-voting observer during the 2nd-level interviews (for faculty positions, the non-voting observer is appointed to the Superintendent/President's interviews).

‡ For these positions, except where otherwise indicated, constituent group representatives are appointed by the leadership of their representative constituent groups (e.g. classified employees are appointed by the CCE/AFT Executive Council; students are appointed by the Associated Student Group leadership; faculty are appointed by the Faculty Senate, and administrators by the Administrative Association).

Ψ For these positions, interim Vice Presidents who are not applying for the position in question may serve on 2<sup>nd</sup>-Level Committees.

**Date Approved: 10/21/14**

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

2. Verification of Committee Composition: HRS verifies compliance of selection committee membership with applicable Board policies and procedures.
3. Diversity: The selection committee should be balanced in its diversity and, to this end, will seek representation from under-represented groups whenever possible.
4. Confidentiality: Each participant in the hiring process is responsible for maintaining the confidentiality of all aspects of the selection process, including written materials, oral discussions and any other information that relates to the selection process. Such information may be shared only with members of the Selection Committee, HRS, and the administrators involved. Confidentiality must be maintained permanently.
5. Training:
  - a. Prior to participating as a selection committee member, members must receive training on the selection process. Such training must occur within one year prior to serving on a selection committee. HRS shall provide selection committee training. See the Selection Committee Training Packet available through HRS.
  - b. Training shall include the philosophy and commitment to staff diversity as outlined in the District's Equal Employment Opportunity Plan and inclusive of racial and cultural diversity, the roles and responsibilities of all members of the selection committee, the selection process, interview procedures and techniques (including guidelines on appropriate follow-up questions and reference checks), and the confidentiality of the selection process.
6. Responsibilities:
  - a. The Committee Chair/Co-Chairs shall be responsible for:
    - Ensuring compliance with District policies and procedures in conjunction with the hiring process;
    - Coordination of calendars to ensure participation of all committee members, including the Compliance Officer;
    - Coordination of candidate interviews with HRS;
    - Maintaining committee records;
    - Performing other duties determined by agreement with the committee.
  - b. Voting Committee Members shall be responsible for:
    - 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, (dis)ability, and racial/ethnic backgrounds of the community college;

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- 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;
  - Screening all applications forwarded by HRS to select candidates for interview;
  - Interviewing candidates selected for interview using pre-approved questions.
  - 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.
7. Attendance: All members of the Selection Committee must be present for all interviews. If a voting member of the committee misses any part of an interview, the committee member is ineligible for further participation in the hiring process.
8. The Compliance Officer's Role: It is the responsibility of the Compliance Officer to observe and monitor the hiring process to ensure complete fairness and consistency for each applicant and to serve as a non-voting resource person to the selection committee(s). For faculty positions, see the Faculty Senate's Faculty Hiring Procedure on the Faculty Senate website for details on the Compliance Officer's role. For all other positions, see the Selection Committee Training Packet available on the HRS website.
9. The Observer's Role:
- a. The observer may observe the interviews, but not actively participate. ~~S/he~~ They may not ask questions of or comment on the candidates during or between the interviews;
  - b. The observer may 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~~ Interviewees will be invited to comment on factual observation and process only.
    - Since the observer's role is non-participatory, he/she is not permitted to conduct reference checks on finalists;
    - 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.

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**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 Team, and Administrative Association* (except directors)	Supervisor or designee checks prior to submitting finalists or making a hiring recommendation.
Faculty, Directors*, Deans*, and Vice Presidents*	1 <sup>st</sup> -level committee conducts reference checks and forwards to 2 <sup>nd</sup> -level committee

\* The supervisor of the position may conduct additional reference checks in accordance with established procedures prior to the job offer.

† For all non-faculty positions, HRS may conduct reference checks in lieu of or in addition to those conducted as provided in Table 4.

**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 processes must be approved in advance by HRS.
  - a. Faculty positions require in-person/live teaching demonstrations as indicated in the Faculty Hiring Procedure available on the FacultySenate’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)

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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.
5. Joint Selection Committee for Full-Time Faculty 2<sup>nd</sup> Level Interviews: The Joint Selection Committee and the Superintendent/President meet after completing separate interviews of each of the final candidates. Each candidate is discussed and assessed relevant to the interview; reference checks; teaching demonstration; needs of the discipline/department; and evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and racial/ethnic backgrounds of the community college. The voting members of the Joint Selection Committee shall, by consensus or by majority vote, select the finalist(s) to whom the tentative offer of employment will be extended and will be recommended to the Governing Board.

5.

final recommendation to the Governing Board.

**G. Applicant Travel Expenses**

Palomar College will reimburse applicants for first-level and second-level interviews for expenses incurred during the application and/or first-level and second-level interview process 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.
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 themselves only. Allowable travel costs and associated processes are outlined in the District's travel procedure

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contained in the Finance and Administrative Services Handbook.

**H. Deliberation and Selection Process**

1. Deliberations: For all positions, after interviews were completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates. For more information regarding deliberation during faculty hires, please refer to the Faculty Hiring Procedures, available on the Faculty Senate website.
2. For positions requiring second-level interviews, a minimum of two unranked candidates must be forwarded. Exceptions require the approval of the Superintendent/President or designee. Where an exception to the minimum candidates is not warranted, the original applicant pool shall be revisited for potential candidates and the position recruitment shall be extended.
3. le 6 below outlines the alternatives where there are insufficient finalists for a position.

**Table 6. Actions and Required Authorization for Insufficient Position Finalists for non-faculty positions.**

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
Extend 1st Screening Duration	Responsible administrator and the 1st Level Committee, subject to HRS approval

4. Selection: Final selection for non-Faculty positions is the sole responsibility of the Superintendent/ President, and is subject to Governing Board approval. See BP 2430 titled Delegation of Authority to the Superintendent/ President and BP/AP 7110 titled Delegation of Authority. Final selection for Faculty hires will be done in accordance with Section F (Interviews) and as indicated in the Faculty Hiring Procedure available on the Faculty Senate’s website.
5. If none of the finalists are selected for hire, the Selection Committee and the appropriate administrator will:
  - a. Review information regarding the recommended finalists and/or the nature of the position; and/or
  - b. Review the interview pool to ensure that other potential finalists have not been overlooked; and/or
  - c. Recommend that the search be extended.

**EMPLOYMENT OFFERS**

**A. Conditional Offers:** All employment offers are conditional pending satisfaction of employment requirements, including submission of required forms,

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

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 titled Communicable Disease) 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 titled Health Examinations.
2. Criminal History-Live Scan Verification: All offers of employment are conditional pending receipt of satisfactory criminal history reviews via Live Scan. See: AP 7337 titled Fingerprinting.

**C. Conditional employment offers are made as follows:**

1. For classified, CAST, administrative and child development teacher positions, HRS 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-president positions, the president will make the offer.
5. HRS coordinates all necessary intake and orientation procedures and extends the formal job offer after completion of all pre-employment requirements.

### FULL-TIME FACULTY SELECTION

The selection process is described in the Faculty Hiring Procedure, which can be obtained through the Faculty Senate, and is intended to reflect the District's commitment to shared governance, as outlined in BP/AP 2510 titled Participation in Local Decision Making.

### PART-TIME FACULTY RECRUITMENT AND SELECTION

The following provisions shall apply to all faculty for part-time positions.

### PART-TIME FACULTY RECRUITMENT AND SELECTION

The following provisions shall apply to all faculty for part-time positions.

#### A. Announcement and Recruitment:

1. Establishing the Position: Departments shall notify HRS when a position becomes available **via the posting request form**.
2. Advertising the Position: HRS shall advertise all **open** part-time faculty positions. The announcement should also provide the college's DEI commitment statement, details about the student population that Palomar College serves, and the college's and hiring department's employee demographics. As well, the announcement shall include a request for the applicant to describe 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

#### B. Applications, Screening and Selection:

1. All applications ~~s 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 and/or redact any confidential data;~~
3. Prior to forwarding applications to the appropriate departments for selection, HRS shall conduct a preliminary screen to determine completeness of application and satisfaction of minimum qualifications ~~and/or possible need for equivalency;~~

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4. Screening shall include the philosophy and commitment to staff diversity as outlined in the District's Equal Employment Opportunity Plan and inclusive of racial, ethnic, and cultural diversity and implicit bias and which shall 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.
5. The Department shall select qualified candidates for interview and conduct all interviews. The Department Chair/Director shall notify the appropriate Dean and Vice President and HRS of his/her their selection of part-time faculty. The approved interview report will be turned into HRS to start the pre-employment process for the selected candidate(s).
- ~~6. HRS shall retain all applications for a minimum of three years.~~

HRS shall retain all applications and recruitment materials on file for four years.

**A. Announcement and Recruitment:**

1. Establishing the Position: Departments shall notify HRS when a position becomes available. Applications, Screening packets (including the appropriate application form and attachments), transcripts, and other documents/forms as required by the positions (appropriate departments) shall be submitted directly to HRS;
2. HRS shall record all legally required applicant information and remove and/or redact any confidential data;
3. Prior to forwarding applications to the appropriate departments for selection, HRS shall conduct a preliminary screen to determine completeness of application and satisfaction of minimum qualifications and/or possible need for equivalency;
4. The Department shall select qualified candidates for interview, and conduct all interviews. The Department Chair/Director shall notify the appropriate Dean and HRS of their selection of part-time faculty.
5. HRS shall retain all applications for a minimum of three years.

Also see BP/AP 3410 titled Nondiscrimination; BP/AP 3420 titled Equal Employment Opportunity; BP/AP 7211 titled Faculty Service Areas and Competencies, BP/AP 4015 titled Minimum Qualifications and Equivalencies; AP 7126 titled Applicant Background Checks; and AP 7127 titled Restrictions Governing the Employment of Applicants with Criminal Records.

Office of Primary Responsibility: Human Resource Services

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**Date Approved: 10/21/14**

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



1  
2  
3 Approved by the Faculty Senate, 12-10-2018  
4  
5

## 6 FACULTY HIRING PROCEDURES

7  
8  
9 The Faculty of Palomar College, in establishing the procedures for the hiring of full- and part-  
10 time faculty, is guided by the following principles:

11  
12 **The Faculty's role in Shared Governance:** Pursuant to rules adopted by the Board of  
13 Governors of the California Community Colleges, the Palomar College Governing Board  
14 elects to rely primarily on the advice and judgment of Faculty Senate on academic and  
15 professional matters. Among these matters are "faculty hiring policy, faculty hiring criteria, and  
16 faculty hiring procedures," specifically noted as number 11 in the "10+1+1."  
17

18 **A Guiding Principle in Shared Governance:** Palomar College's Administrative Procedure  
19 (AP) 2510 aptly describes a guiding principle for the faculty's and administration's participation,  
20 transparency, and accountability  
21 in Shared Governance:

22 The governance structure and practices embrace the Palomar Community College  
23 District values of supporting inclusiveness of individual and community viewpoints in  
24 collaborative decision-making processes; promoting mutual respect and trust through  
25 open communication and actions; and fostering integrity as the foundation for all we do.  
26

27 **Commitment to Diversity** – The faculty of Palomar College is committed to the goal of  
28 diversity and equity in hiring. To that end, while the faculty maintains discipline/subject expertise  
as a first priority, the elements related to hiring should reflect the faculty's commitment to  
building diversity as described in both AP 4025 and AP 7120: (NOTE: AP 7120 is currently  
being revised, so changes to the language in that AP will need to be updated here)

31  
32 In all phases of recruitment and hiring, equal opportunity is afforded to all employees  
33 and qualified applicants for employment without discrimination on bases including but  
34 not limited to: ethnic group identification, race/ethnicity, color, national origin, religion,  
socio-economic status, age, gender, gender identity, gender expression, sex, physical or  
35 mental disability, sexual orientation, political affiliation, transgender, marital status,  
36 veteran status, medical conditions, union membership or on the basis of these  
37 perceived characteristics, or based on association with a person or group with one or  
38 more of these actual or perceived characteristics. Applicants not possessing specific  
39 qualifications as outlined in the job announcement who feel that their background and  
40 experience is equivalent to the minimum requirements are encouraged to apply.

42  
43 In defining diversity with a broad list of groups and individual characteristics, the Faculty  
44 recognizes the complex dynamics of the goal of diversity, acknowledging that while our  
45 differences may be evident in ways that are sometimes overt and obvious, they often become  
46 evident in language, tone, and attitude. We are committed to an understanding of diversity that  
47 acknowledges both visible and invisible registers of difference, and we embrace the goal of a  
48 more diverse faculty in all elements of recruitment and hiring, while keeping in mind the  
49 California state laws specifying that no preferential treatment can be given to protected  
50 classes.

51  
52 **The goal of the 75/25 Ratio:** In 1988, the California Legislature in section 70 of AB1725 (the  
53 fundamental California Community College reform bill) found and declared: “Because the  
54 quality, quantity and composition of full-time faculty have the most immediate and direct impact  
55 on the quality of instruction, overall reform cannot succeed without sufficient numbers of full-  
56 time faculty.”

57  
58 Based on this declaration, the reform bill established the current system goal regarding full-  
59 time faculty standards: “the Legislature wishes to recognize and make efforts to address  
60 longstanding policy of the Board of Governors that at least 75 percent of the hours of credit  
61 instruction in the California Community Colleges, as a system, should be taught by full-time  
62 instructors.”

## Definitions

- 63
- **ANTIRACISM:** a form of action against racism in all aspects of curriculum, pedagogy, praxis, and policy.
  - **DEI:**  
  
**DIVERSITY:** includes but is not limited to race and ethnicity, gender identity, sexual orientation, socio-economic status, language, culture, national origin, religious commitments, age, (dis)ability status, and perspectives. Diversity is imperative as we can learn different lived experiences and perspectives regarding important matters.  
  
**EQUITY:** is when we elevate and support underrepresented and historically marginalized communities. This may include dismantling barriers for them and ensuring they are supported in all aspects of life.  
  
**INCLUSION:** ensures that our campus is a place where diversity is welcomed, heard, and where every individual feels a sense of belonging and connection. Inclusion is important because we must work together to make our campus a better place for students and the overall surrounding community.  
  
• **EQUITY-MINDED:** carrying a perspective to challenge inequities students and communities are confronted by and ensuring equity is at the forefront of decision-making.

64  
65  
66 The Faculty of Palomar College has developed the following procedures for the hiring of

67 full and part-time faculty. These procedures are generally in line with the College's AP 7120.  
68 Where they diverge from that procedure, this document has precedence over AP 7120. The  
69 Faculty's intention is to maintain the standard of excellence which has been the hallmark of the  
70 Palomar College Faculty and to encourage the principles noted above.

69  
70

## 71 **RESPONSIBILITIES OF ALL INVOLVED PARTIES**

72

73 1. **Confidentiality:** Each participant in the hiring process is responsible for maintaining the  
74 confidentiality of all aspects of the selection process, including written materials, oral  
75 discussions and any other information that relates to the selection process. Such  
76 information may be shared only with members of the Selection/Joint Selection/President's  
77 Committees, Human Resource Services (HRS), and the administrators involved.  
78 Confidentiality must be maintained permanently.

79

80 2. **Fairness/Objectivity:** Each participant in the hiring process is expected to be objective,  
81 and fair, and equity-minded in their word and actions ~~conduct and attitude~~. Potential conflicts  
82 of interest, including personal,  
83 professional, and financial relationships with candidates, need to be considered. If the  
84 participant cannot be objective, and fair, and equity-minded towards all candidates, they  
85 should remove  
86 themselves from the hiring process.

85

86 3. **Following established policies**

87

88 **4. Protecting Palomar College from legal liabilities**

89

90 **5. Cooperating and working together as a team:** The committee is tasked with various  
91 duties which need to be accomplished in a timely manner. If any committee member  
92 requests a delay in performing these duties, the voting members of the committee can  
93 consider that request and then decide on it by consensus or majority vote.

94

95 **6. Attendance:**

96

97 a. All members of the hiring committee, including the compliance officer, must be present for  
meetings, interviews, and  
98 deliberations.

99

100 b. If a voting member of the committee misses any part of an interview or deliberation, the  
101 committee member is ineligible for further participation in the hiring process.

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103 c. All members, including the compliance officer, must be present in person for interviews  
and deliberations.

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105 d. Each hiring committee will establish its specific policy with regard to attendance at  
106 preparatory meetings (i.e., development of announcement and materials, etc.). The  
107 committee can decide to conduct some or all of these tasks by email. The Compliance  
108 Officer must be included in all of these communications.

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110 **7. Compliance Officer's role:**

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112 a. It is the responsibility of the Compliance Officer to observe and monitor the hiring  
113 process to ensure complete fairness and consistency for each applicant and to serve as  
114 a non-voting resource person to the hiring committee.

1151

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116 b. The Compliance Officer must be present during all meetings of the hiring committee and  
117 included in all hiring committee emails and in whatever platform hiring communications  
are conducted (e.g., Microsoft Teams, Canvas, etc.).

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119 **8. Training:**

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121 a. Prior to participating as a hiring committee member, members must receive training from  
Human Resources on the selection process. Faculty Senate will also offer a mandatory  
training for faculty members serving on faculty search committees. Such training must  
occur within one year prior to serving on a hiring committee. HRS shall provide hiring  
committee training. Hiring Committee Training materials are available through HRS.

1221  
2  
5

123 b. Training shall include the philosophy and commitment to staff diversity as outlined in the  
124 District's Equal Employment Opportunity Plan and BP/AP 3000, and this training should  
be inclusive of racial, ethnic, and cultural diversity and implicit bias, the  
125 roles and responsibilities of all members of the selection committee, the selection  
126 process, interview procedures and techniques (including guidelines on appropriate  
127 follow-up questions and reference checks), and the confidentiality of the selection  
128 process.

129132  
130133

131 **FULL TIME FACULTY**

132135

133 These procedures are established for the regular, routine process for hiring full-time faculty.  
134 The Faculty recognizes the central role of HRS in the success of these procedures. In every  
135 stage of the process, the goal is collaboration in the service of high standards and the growth  
136 of a first-rate, diverse faculty.

137140

138 Once the hiring process has commenced, the position can only be cancelled due to a lack of  
139 qualified candidates, as determined by a consensus or majority of the voting members of the  
140 Selection or Joint Selection Committees.

141144

142145

143 **A. DEFINITION OF “CONSENSUS” AND “BUILDING CONSENSUS”**

144147

145 AP 2510 defines the recommendation process:

146149

147 ~~Recommendations shall emerge ideally as a result of group consensus. When~~  
148 ~~consensus cannot be reached, a majority of those voting shall determine the~~  
149 ~~recommendation.~~ Recommendations shall emerge ideally as a result of group  
consensus. When consensus cannot be reached, an affirmative vote of 2/3 of voting  
members present shall determine the recommendation.

150153

151 Thus, the definition of “consensus” is that the entire committee, using a collaborative decision-  
152 making process, comes to an agreement.

153156

154 To “build a consensus” is to encourage the open discussion, active listening, and cooperative  
155 behavior that are vital to the collaborative decision-making process.

156159

157160

158 **B. IDENTIFICATION OF POSITIONS**

159162

160 1. Full-time faculty positions are requested by departments or disciplines and then are  
161 prioritized by a subcommittee of the Instructional Planning Council (IPC), utilizing the  
162 procedure developed by IPC.

163166

164 2. Full-time positions for counseling and library faculty are identified through a specific  
165 formula developed by counselors, librarians, and the District.

166169

167 3. As early as possible, IPC will publish the priority list of positions to be hired, ideally by  
168 May 1.

169172

170 4. With the goal of establishing the strongest and most diverse pools of candidates, a  
171 preliminary number of positions to be hired will be determined by the  
172 Superintendent/President and submitted to the Governing Board as early as possible,  
173 ideally by August 15.

174177

- 175 5. In the interest of a more efficient process, multiple positions for specific departments  
176 may be considered where appropriate. Departments which are designated for multiple  
177 positions may forfeit priority consideration in the one to three years following.  
178181
- 179 6. Departments may begin work on preliminary preparations relating to announcements,  
180 etc. in order to act as quickly as possible when positions are approved by the  
181 Governing Board. These steps will be contingent upon HRS requirements relating to  
182 training.

183186

184187

## 185 C. ANNOUNCEMENTS AND RECRUITMENT

186189

187 A crucial element of these procedures is the goal of flexibility in the steps outlined below.  
188 After the positions to be hired are identified and approved, departments will work with HRS  
189 to establish appropriate timelines. Considerations relating to discipline expertise and diversity  
190 should guide the establishment of timelines between the notification of positions to be hired  
191 and the expected hire date.

192195

### 193 1. Announcements

194197

195 a. The position announcement is developed through a collaborative process involving  
196 the department/program, appropriate administrators, and HRS.

197200

198 b. Human Resource Services must approve all announcements prior to posting.

199202

200 c. Announcements must receive final authorization by the Selection Committee Chair,  
201 Department Chair / Program Director (or designee), Dean of the appropriate  
202 division, and the appropriate Vice President.

203206

### 204 2. Components

205208

206 The position announcement should contain equity-minded language and must include  
the following:

207210

208 a. A description of the position duties, responsibilities, salary, benefits, and terms of  
209 employment (including classification, working hours, conditions). The announcement  
should also provide the college's DEI commitment statement, details about the  
student population that Palomar College serves, and the college's and hiring  
department's employee demographics.

210213

211 b. Minimum qualifications, as determined by the State Academic Senate and the  
212 Board of Governors in accordance with Education Code Section 87356 et seq.

213216

214 c. Preferred qualifications (when listed) that are job-related and consistent with the  
215 demands of the discipline/subject area. Departments should carefully consider  
whether their "preferred qualifications" might create a barrier to a diverse applicant  
pool and use them only when warranted.

216219

217  
218221  
219  
220

d. A provision for determination of equivalency, if applicable.

e. Depending on employment unit, a statement regarding required participation in shared governance.

- 221224  
222 f. Additional language required for compliance with federal, state, and District  
223 regulations (e.g., Equal Opportunity Employer notice).  
224227  
225 g. Any application procedures specific to the posted position.  
226229  
227 h. A statement in accordance with Title 5 that requires that all applicants be “sensitive  
228 to and have an understanding of the diverse academic, socioeconomic, cultural,  
229 disability, gender identity, sexual orientation, and ethnic backgrounds of community  
230 college students, faculty, and staff.” Departments/programs will require applicants  
231 to explain or submit written materials that provide evidence of such understanding.  
232235  
233 i. Legal qualifiers established by Human Resource Services to comply with federal,  
234 state, and District regulations.  
235238  
236 3. Advertising and Recruitment  
237240  
238 a. HRS will actively advertise and recruit within diverse network platforms ~~provides~~  
~~assistance, including the identification of appropriate advertising~~  
239 ~~media.~~ The Department Chair/Director or designee Selection Committee Chair/  
240 Department Chair/Program Director (or designee) will confer with HRS to establish  
241 venues outside the standard advertising methods and sites.  
242244  
243 b. Venues additional to the standard will be at the expense of the District  
~~department/division~~  
244246  
245 c. Job announcements are advertised through various organizations (e.g., the  
246 California Community Colleges Registry) and through various online sources.  
247249  
248 d. Transfer Opportunities: For eligible positions, notice of transfer opportunities will be  
249 distributed internally to provide current employees notice of such positions, subject  
250 to provisions of applicable collective bargaining agreements or employee  
251 handbooks.

252254

253255

#### 254 D. APPLICATIONS

255257

- 256 1. All applications shall be submitted to HRS.  
257259  
258 2. Applications for open positions are available online through the District website.  
259261  
260 3. Applicants must establish a digital profile (individual user account) in the online system  
261 in order to be considered. Applicants may visit HRS for assistance with this first step.  
262264  
263 4. For assistance with any element of the process, applicants should contact HRS  
264 directly.  
265267  
266 5. The application will contain the following basic components:

267269

- 270 a. Application form inclusive of educational and professional histories, skills and  
271 qualifications and references, and equivalency.  
272  
273 b. Conviction history.  
274  
275 c. Confidential data for federal and state collection and reporting purposes.  
276  
277 6. HRS will accept application materials until the position is closed.  
278  
279 7. Letters of recommendation will be accepted for one week after the position is closed.  
280  
281

## 282 **E. PRE-SCREENING**

- 283  
284 1. HRS will pre-screen all applications for completeness and evidence of minimum  
285 qualifications prior to forwarding applications to the Selection Committee.  
286  
287 2. Completed applications which do not meet minimum qualifications, but which have a  
288 completed equivalency form will be forwarded to the Selection Committee for review.  
289  
290 3. All applicants with completed applications who meet stated minimum qualifications will  
291 be forwarded to the Selection Committee.  
292

## 293 **F. SELECTION COMMITTEE FORMATION**

- 294  
295 1. The First-level Selection Committee is composed of the following members:  
296  
297
  - 298 • Committee Chair or Co-chairs (Department Chair/Director or faculty designee(s))  
299
  - 300 • Faculty members from the discipline or a related discipline. The committee, at its  
301 discretion, may include one community member or a faculty member from another  
302 institution with expertise in the appropriate discipline.  
303
  - 304 • One (1) faculty member from outside of the department  
305
  - 306 • One (1) student (optional —~~non-voting~~)
  - One (1) employee from Classified, CAST, or AA (optional)
  - One (1) Compliance Officer (non-voting)

307  
308  
309 2. Each voting member has one vote.  
310  
311 3. Diversity  
312  
313 Per Title 5, 53024.e, “Whenever possible, screening committees shall include a diverse,  
314 equity-minded

315 membership which will bring a variety of perspectives to the assessment of applicant



316 qualifications.” The Selection Committee Chair or Co-chairs will maintain discipline  
317 expertise as the primary value in committee formation and will make every reasonable  
318 effort to include representation that will advance the Faculty’s commitment to diversity  
319 as described in the guiding principles at the start of this document.

320320

321 4. Verification of Committee Composition

322322

323 HRS verifies compliance of Selection Committee membership with applicable Board  
324 policies and procedures.

325325

326326

327 **G. SELECTION COMMITTEE DUTIES**

328328

329 1. Selection Committee Chair Duties

330330

331 a. Pre-screening

332332

333 1) ~~Selection Committee Chairs will be given the option to have~~ HRS will contact  
334 applicants with incomplete applications to obtain missing materials (i.e. missing  
335 transcripts). This includes applicants who do not meet the minimum  
336 qualifications and did not complete an equivalency form. Applicants will be given  
337 one week to complete their application once notified by HRS.

338338

339 2) Selection Committee Chairs will have access to all applications for the purpose  
340 of review.

341341

342 b. Ensuring compliance with District policies and procedures in conjunction with the  
343 hiring process

344344

345 c. Maintaining committee records

346346

347 2. All screening criteria, interview questions, teaching demonstrations/skills  
348 test/performance demonstrations and their associated scoring rubrics must be  
349 approved by HRS.

350350

351 3. Develop screening criteria and scoring rubric

352352

353 a. Voting members of the Selection Committee identify screening criteria based on the  
354 minimum and desirable qualifications of the position in light of the expected duties  
355 and responsibilities of the position.

356356

357 b. Screening criteria will include an evaluation of the extent to which applicants have  
358 and demonstrate sensitivity to and understanding of the diverse academic,  
359 socioeconomic, cultural, disability, and ethnic backgrounds of community college  
360 students.

361361

362 4. Develop first-level interview questions and scoring rubric

363363

364 a. Voting members of the Selection Committee develop job-related interview  
365 questions and their ideal answers designed to distinguish candidates who will best  
366 meet the needs of students and the department. While there is a required diversity  
question (see below), committees should endeavor to embed DEI concerns in all  
questions.

367

368367

369 b. Voting members decide the allotted time for the interview.

370369

371 c. A question related to diversity is required and should allow voting members to  
372 assess candidates' attitudes about and level of awareness of diversity in light of the  
373 diverse student body found at Palomar College. Ideally, this question should be  
framed by highlighting the DEI and antiracism efforts at the college, and it should be  
designed to elicit the candidate's past actions and experiences and/or a behavioral  
response as opposed to general thoughts on the issue.

374373

375 5. Develop first-level teaching demonstration and scoring rubric. In developing the rubric,  
the committee should consider the candidate's use of culturally-relevant materials and/or  
pedagogy.

376375

377 a. Though it is not generally advisable, search committees may elect to hold remote  
interviews through Zoom or some similar method rather than face-to-face. The search  
committee should reach consensus on this decision, and it would have to be applied to  
all interview candidates (that is, if remote interviews are chosen, then all candidates  
must be interviewed remotely for the sake of consistency/fairness). In-person/live  
teaching demonstrations are required at the first level interview.

378377

379 b. Voting members of the Selection Committee determine the subject matter, format,  
380 and allotted time of the demonstration of teaching, counseling, or librarianship skills  
381 required of all faculty candidates. The committee should include, as part of its  
directions to candidates, a description of the diverse student population that the  
college serves.

382381

383 6. Develop optional practical skills test or performance demonstration and scoring rubric

384383

385 a. The first-level interview process may involve skills testing and performance  
386 demonstrations appropriate to the position.

387386

388 b. Voting members of the Selection Committee determine the subject matter, format,  
389 and allotted time of the skills test or performance demonstration.

390389

391 7. Screen applications

392391

393 a. All voting members of the Selection Committee individually screen all applications  
394 to select candidates for interview.

395394

396 b. All voting members of the Selection Committee, using the pre-approved screening  
397 criteria and rubric, complete screening forms for each applicant.

398397  
399  
400399  
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402401  
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405404  
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408407  
409  
410

8. Select candidates for interviewing
  - a. The Selection Committee decides the number of candidates it wishes to interview.
  - b. Candidates are discussed and considered using the scoring rubric and screening forms as guides.
  - c. The voting members of the Selection Committee will work together to build a consensus on selecting candidates for interviewing.
  - d. The voting members of the Selection Committee shall, by consensus or by majority vote, select the candidates they wish to interview.

411410

412 e. It is recommended that the committee give the “benefit of the doubt” to candidates  
413 who may not receive consensus or a majority vote, if the committee feels enough  
414 voting members are interested in having that candidate interviewed. This is the  
415 only time in the hiring process where the “benefit of the doubt” can be utilized.

416415

417 f. The committee can choose alternate candidates to interview in the event any  
418 selected candidate declines to be interviewed. These alternates should be ranked  
419 by order of preference. HRS will contact those alternates during the interview  
420 scheduling process.

421420

422 9. Interview candidates

423422

424 a. HRS provides copies of the interview screening forms and the interview schedule to  
425 the Selection Committee.

426425

427 b. Follow-up questions may be asked as long as they do not lead the candidate to a  
428 desired response and stay within the scope of the original question or answer. In  
429 addition, information on the application, resumé, or portfolio may be specifically  
430 addressed if not included in the original answer (and remains in the scope of the  
431 original question).

432431

433 c. At the request of the Selection Committee, a candidate who must travel more than  
434 150 miles to interview with the Selection Committee may be interviewed by the Joint  
435 Selection Committee and the Superintendent/President or designee within a day of  
436 the Selection Committee interview. If the candidate becomes a finalist for the  
437 position, these interviews will serve as finalist interviews. The questions used for  
438 this interview must be the same as those used for the rest of the finalists.

439438

440 10. Select finalists to forward to the second-level interview

441440

442 a. After interviews are completed, members of the Selection Committee meet in  
443 person to discuss and evaluate the qualifications of the candidates. The  
444 committee also considers whether the candidates demonstrate appropriate  
445 sensitivity to and understanding of the diversity of the Palomar College community.

446445

447 b. The Committee will forward a minimum of the candidates that is the number of  
448 approved positions plus one. Exceptions require approval by the  
449 President/Superintendent or designee.

450449

451 c. The voting members of the Selection Committee will work together to build a  
452 consensus on selecting candidates for forwarding to the second-level interview.

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454 d. The voting members of the Selection Committee shall, by consensus or by majority  
455 vote, select the finalists for consideration by the Joint Selection Committee.

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457 e. No alternates may be chosen for advancement to the second-level interviews.

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- f. All recommended finalists must be acceptable to the Selection Committee since only a candidate recommended by the Selection Committee will be hired.
- g. If the Selection Committee is not satisfied with the interviewed candidates, the committee will:
  - 1) Review information regarding the candidates and/or the nature of the position; and/or
  - 2) Review the application pool to ensure that other potential candidates have not been overlooked; and/or
  - 3) Recommend that a new search be initiated.
- h. The Selection Committee Chair forwards the list of the finalists to HRS.
- 11. Choose members who will serve on the Joint Selection Committee (see “Joint Selection Committee Formation” section for details.)
- 12. Choose members to perform reference checks
  - a. Reference checks are required for all positions.
  - b. At least two voting members of the Selection Committee who are moving forward to the Joint Selection Committee will be chosen to conduct reference checks on the finalists.
  - c. The Faculty Observer is not permitted to conduct reference checks.
  - d. Information gathered through reference checks will be shared with the Joint Selection Committee during deliberations.
- 13. Develop the optional second-level teaching demonstration and scoring rubric
  - a. Teaching demonstrations are optional at the second-level interviews. The Department responsible for the position will make the determination relating to a second-level teaching demonstration.
  - b. If a second-level teaching demonstration is desired, the voting members of the Selection Committee determine the subject matter, format, and time allotted of the demonstration of teaching, counseling, or librarianship skills.
- 14. Conclude the committee work

- 503 a. The committee works together to fill out the HRS interview report, using specific  
504 job-related reasons for why a candidate was not chosen as a finalist.  
505504  
506 b. Committee members who are participating in the Joint Selection Committee retain  
507 all their materials relating to the applications and interviews.  
508507  
509 c. Committee members who are not continuing in the hiring process submit all their  
510 materials to the Selection Committee Chair, who will submit them to the Joint  
511 Committee Chair at the conclusion of the Joint Committee work. All emails and  
512 other digital documents relating the hiring process must be deleted.

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#### **515 H. JOINT SELECTION COMMITTEE FORMATION**

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517 For the purpose of the second-level interviews, the Joint Selection Committee is composed  
518 of the following members:

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- 520 • Appropriate Dean, who serves as the Joint Selection Committee Chair
- 521520 • Chair or at least one Co-Chair of the Selection Committee
- 522 • Vice President for Instruction or Student Services, as appropriate
- 523522 • At least two (2) additional voting members from the Selection Committee
- 524 • One (1) Compliance Officer (non-voting)
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#### **531 I. JOINT SELECTION COMMITTEE DUTIES**

532531

- 533 1. Joint Selection Committee Chair Duties  
534533
  - 535 a. Ensuring compliance with District policies and procedures in conjunction with the  
536 hiring process
  - 537536 b. Maintaining committee records
  - 538 c. Contacting the appropriate Vice President and the President/Superintendent to  
539538 schedule the second-level interviews and deliberation times.
  - 540 d. Performing other duties determined by agreement with the committee
  - 541 e. HRS notifies the Dean and the Chair of the Selection Committee to confirm the list of  
542541 finalists.
  - 543
  - 544543
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  - 546

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- 547 f. HRS sends materials related to the second-level interview to the Dean, who then  
548 convenes the Joint Selection Committee.  
549
- 550 2. All interview questions and their scoring rubrics must be approved by HRS.  
551
- 552 3. Develop second-level interview questions and scoring rubric  
553
- 554 a. Voting members of the Selection Committee develop job-related interview  
555 questions and their ideal answers, designed to distinguish candidates who will best  
556 meet the needs of the department and the district.  
557
- 558 b. Voting members decide the allotted time for the interview.  
559
- 560 4. Review the finalists' applications  
561
- 562 Once HRS has approved all interview materials, the new members of the Joint  
563 Selection Committee will be given access to the applications.  
564
- 565 5. Interview finalists  
566
- 567 a. Two separate second-level interviews are conducted, one by the Joint Selection  
568 Committee and the other by the President's Committee. The President's  
569 Committee interview process is described in more detail in the "President's  
570 Committee's Duties" section.  
571
- 572 b. The Joint Selection Committee interviews all forwarded finalists.  
573  
574

## 575 **J. PRESIDENT'S COMMITTEE FORMATION** 576

577 For the purpose of the President's Committee interviews, the President's Committee is  
578 composed of the following members:  
579

- 580 • President/Superintendent or designee, who serves as the President's Committee Chair
- 581
- 582 • One (1) Faculty Observer (optional and non-participatory)
- 583
- 584 • One (1) Compliance Officer
- 585
- 586

## 587 **K. PRESIDENT'S COMMITTEE DUTIES** 588

- 589 1. All interview questions and their scoring rubrics must be approved by HRS.  
590
- 591 2. Develop President's Committee interview questions and scoring rubric  
592

593 The President/Superintendent or designee is responsible for developing the interview  
594 questions and scoring rubric, designed to distinguish candidates who will best meet the  
595 needs of the district.  
596

597 3. Review finalist applications

598  
599 The President/Superintendent will be given access to the applications at the same time  
600 as the Joint Selection Committee.  
601

602 4. Interview finalists

603  
604 The President/Superintendent interviews in person all finalists forwarded by the  
605 Selection Committee, using the pre-approved interview questions and rubric.  
606

607 5. Join the Joint Selection Committee for deliberations  
608  
609

610 **L. CONCLUDING THE FULL-TIME FACULTY HIRING PROCESS**

611 1. Choose candidate for hiring

612  
613  
614 a. After interviews are completed, members of the Joint Selection Committee meet in  
615 person to discuss and evaluate the qualifications of the candidates.  
616

617 b. The President/Superintendent joins the Joint Selection Committee as a voting  
618 member.  
619

620 c. The Dean remains as the Joint Selection Committee Chair.  
621

622 d. The Faculty Observer is required to attend deliberations but is not a member and  
623 may not participate unless invited to comment on factual observation and process  
624 only.  
625

626 e. Each voting member gets one vote.  
627

628 f. Each finalist is discussed and assessed relevant to the applications, interviews,  
629 reference checks, teaching demonstration(s), skills test, performance  
630 demonstration, and needs of the discipline/department.  
631

632 g. The order of presentation of information and assessments is:

- 633  
634 1) Reference check reports  
635 2) Faculty members' opinions  
636 3) Dean's opinion  
637 4) Vice President's opinion  
638 5) President's opinion  
639639



- 640 h. The voting members of the Joint Selection Committee will work together to build a  
641 consensus on selecting the finalist(s) for hire.  
642642
- 643 i. The voting members of the Joint Selection Committee shall, by consensus or by  
644 majority vote, select the finalist(s) to whom the tentative offer of employment will be  
645 extended and will be recommended to the Governing Board.  
646
- 647 j. The committee can choose an alternate candidate to hire in the event the selected  
648 finalist(s) declines the position.  
649
- 650 k. If none of the finalists are selected for hire, the Joint Selection Committee will:  
651
- 652 1) Review information regarding the finalists and/or the nature of the position;  
653 and/or  
654
- 655 2) Review the interview pool using the rubric established by the Joint Selection  
Committee to ensure that other potential finalists have not been  
656 overlooked; and/or  
657
- 658 3) Recommend that a new search be initiated.  
659
- 660 2. Conclude the committee work  
661
- 662 a. The committee works together to fill out the HRS interview report, using specific  
663 job-related reasons for why a candidate was not chosen for hiring.  
664
- 665 b. All committee members, including the Vice President and the President, submit all  
666 their materials to the Joint Selection Committee Chair, who will submit them to  
667 HRS. The Compliance Officer has the option of submitting their materials to HRS  
668 separately.  
669
- 670 c. All emails and other digital documents relating the hiring process must be deleted.  
671
- 672 d. The Joint Selection Committee Chair forwards the name(s) of the chosen  
673 candidate(s) to HRS.  
674
- 675 3. Governing Board Review/Approval  
676
- 677 All offers of employment require approval by the Governing Board.  
678
- 679 4. Candidate's Notification  
680
- 681 The appropriate Dean extends the tentative offer of employment to the selected finalist  
682 and coordinates all necessary intake and orientation procedures with HRS.  
683

- 703 684 5. If the selected candidate declines the position or is otherwise unable to be  
704 685 employed in the position, the Joint Selection Committee, including the  
705 686 President/Superintendent, will:  
706 687  
707 688 a. Review information regarding the recommended finalists and/or the nature  
708 689 of the position; and/or  
709 690  
710 691 b. Review the interview pool with the rubric established by the Joint  
711 692 Selection Committee to ensure that other potential finalists have not been  
712 693 overlooked; and/or  
713 694  
714 695 c. Recommend that a new search be initiated.  
715 696  
716 697 d. The pool of finalists for any posted position may be utilized for up to 90 days  
717 698 after an offer of employment has been extended.  
718 699 6.  
719 700 HRS will present the Joint Committee's final recommendation to the Governing  
720 701 Board.

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722

## 723 702 PART-TIME FACULTY RECRUITMENT AND SELECTION

724 The following provisions shall apply to all faculty for part-time positions.

### 725 A. Announcement and Recruitment:

- 726 1. Establishing the Position: Departments shall notify HRS when a position  
727 becomes available **via the posting request form**.  
728 2. Advertising the Position: HRS shall advertise all **open** part-time faculty  
729 positions. The announcement should also provide the college's DEI  
730 commitment statement, details about the student population that  
731 Palomar College serves, and the college's and hiring department's  
732 employee demographics. As well, the announcement shall include a  
733 request for the applicant to describe the extent to which applicants have  
734 and demonstrate a sensitivity to and understanding of the diverse  
735 academic, socioeconomic, cultural, disability, and ethnic backgrounds of  
736 the community college

### 737 B. Applications, Screening and Selection:

- 738 1. All applications ~~packets (including the appropriate application form and~~  
739 ~~attachments, transcripts, and other documents/forms as required by the~~  
740 ~~appropriate departments~~ shall be submitted directly to HRS;  
741 ~~2. HRS shall record all legally required applicant information and remove and/or~~  
742 ~~redact any confidential data;~~  
743 3. Prior to forwarding applications to the appropriate departments for selection,  
744 HRS shall conduct a preliminary screen to determine completeness of  
745 application and satisfaction of minimum qualifications and/or possible need for  
746 equivalency;  
747 4. Screening shall include the philosophy and commitment to staff diversity as

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outlined in the District’s Equal Employment Opportunity Plan and inclusive of racial, ethnic, and cultural diversity and implicit bias and which shall 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;

5. The Department shall select qualified candidates for interview and conduct all interviews. The Department Chair/Director shall notify the appropriate Dean and Vice President and HRS of his/her their selection of part-time faculty. The approved interview report will be turned into HRS to start the pre-employment process for the selected candidate(s).

~~6. HRS shall retain all applications for a minimum of three years.~~

HRS shall retain all applications and recruitment materials on file for four years.

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733 **C. OTHER RESOURCES**  
734  
735 1. BP/AP 3410 titled Nondiscrimination  
736  
737 2. BP/AP 3420 titled Equal Employment Opportunity  
738  
739 3. BP/AP 7211 titled Faculty Service Areas and Competencies  
740  
741 4. BP/AP 4015 titled Minimum Qualifications and Equivalencies  
742  
743 5. AP 7126 titled Applicant Background Checks  
744  
745 6. AP 7127 titled Restrictions Governing the Employment of Applicants with Criminal  
746 Records  
747  
748 7. Equal employment opportunity issues (e.g., diversity of applicant pool) are addressed  
749 in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.
8. BP/AP 3000 titled Antiracism
- 750

### **Faculty Emeritus Status for Spring Retirees**

Section 12 (“Granting of Emeritus Status”) of the Faculty Senate Constitution states that “Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from the District who served for at least twenty years as members of the faculty at Palomar College, with at least ten years of service as a full-time faculty member.”

#### **Retiring Faculty**

Kevin Barrett  
Professor  
Public Safety Program  
August 1, 2021  
28 years of service

Lisa Carmichael  
Professor  
Media Studies Department  
July 15, 2021  
29 years of service

#### **Benefits Available to Emeritus Faculty (section 16.11 of the Faculty Contract)**

- Library borrowing privileges
- Staff parking pass
- Athletic event pass
- Staff discount for performing arts events
- Retention of your existing Palomar email account, unless otherwise determined by the Vice President of Human Resources based on extenuating circumstances such as existing or anticipated litigation or disciplinary related matters that would require issuance of a new email account.
- The opportunity to audit or enroll in up to 6 units per semester at Palomar College, given that there is room available in the class(es).
- The opportunity to teach up to one assignment or .3 load per semester in the discipline from which you retired, to be assigned after full-time overload, and before part-time faculty assignments are made.

**DEI Coordinator Duties – DRAFT****Annual Outcomes**

- Student Equity Plan
  - Including program planning, evaluation, resource allocation, accountability?
- Annual integrated DEI Action Plan (would this include Student Equity Plan?)
  - Development of outcomes and goals together with timelines for steps and ultimate completion of work
  - Awareness/documentation of those responsible for doing the work for each
  - Includes quarterly progress updates
- Annual Summer Equity Event

**Reporting**

- VPI? VPSS? President? (Consider that this may somehow align with Tribal Liaison position conversation)
- College Council? Guided Pathways? (2-3 times a month)
  - This position might make sense to be a named position on some committees and Councils.
  - What about a support group- who is it? Could it be at a council?

**Managing**

- Updates DEI website regularly
  - Work with Kelly Helming for admin rights and training, as needed
    - Include accessibility compliance training
- Ensures communication among DEI groups on campus to help avoid duplication of efforts and to ensure that projects are moving forward
  - Regular written reports to campus (quarterly?)
  - Report out at College Council
- Maintains communication with programs associated with DEI (Umoja and Puente coordinators, Undocumented liaison etc.)
- Assists Curriculum co-chairs (Faculty & VPI) with DEI projects
- Assists DeqCC with DEI projects

**Developing**

- Works with all affinity groups to identify outcomes and goals to create an annual integrated DEI Action Plan
  - Guided Pathways – all pillars
  - Equity, Education, and Student Success Council
  - IRP
  - Others?

- Tracks action plan item progress and completion
- Works with Equity-tasks councils and committees to help identify outcomes and goals to create an annual integrated DEI action plan & tracks progress
- Coordinates annual summer equity DEI event
- Provides input and guidance on Prop M projects
  - How? By invitation to relevant at meetings? Through College Council?
- Provides input and guidance for the Campus Master Plan/Strategic Plan
  - How? By invitation to relevant at meetings? Through College Council?
- Provides input and guidance on policy updates
  - How? By invitation to relevant at meetings? Through College Council?

### **Meeting Attendance/Participation**

- Meets with President's Equity Action team monthly
- Serves as a liaison to the Student Services Leadership Team
- Attends DEI events as appropriate
- Attends Equity, Education, and Student Success Council (as a guest)