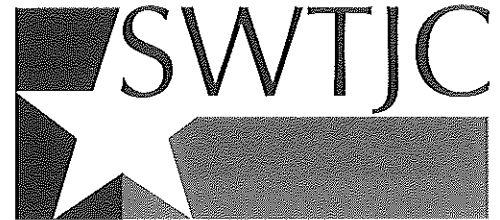


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March 22, 2012

To: Board of Trustees

From: Administration

Re: Revision to DC (Regulation) "Hiring Policies"

Under the direction of the Board we have made the following revisions to College Policy DC (Regulation) – Hiring Policies for the Board's consideration.

1. Changed all references of "Director" of Administrative Services to "Coordinator" of Administrative Services.
2. Re-ordered the procedure on internal promotions or transfers to number 7 to precede the procedures for professional and non-professional positions.
3. Added the following sentence to procedure on internal promotions and transfers: *"If a position is not filled by internal promotion or transfer then the policy on Professional and Non-Professional positions shall be followed."* This addition will clarify the procedural steps to be followed.
4. Clarified language on items 8 (Professional) and 9 (Non-Professional) positions:

A professional position shall be open for internal applications for ten working days. *If position is not filled with an internal applicant, then the position shall be open to external candidates for a period not less than 30 days unless circumstances require immediate employment to fill unfinished terms or sudden resignations.* Application closing dates may be extended to achieve the College District's employment goals. Vacancy notices may include "until filled" to allow additional time to increase the pool of qualified applicants. The search committee will make the decision to allow additional time or pursue other sources to reach applicant objectives.

Non-professional positions shall be open for internal applications for ten working days. *If position is not filled with an internal applicant, then the position shall be open to external candidates for a period not less than 15 days unless circumstances require immediate employment to fill unfinished terms or sudden resignations.* Application closing dates may be extended to achieve the College District's employment goals. Vacancy notices may include "until filled" to allow additional time to increase the pool of qualified applicants. The search committee will make the decision to allow additional time or pursue other sources to reach applicant objectives.

HIRING PRACTICES

DC
(REGULATION)

PROCEDURES

The following procedures shall be followed in recruiting and selecting applicants for faculty/professional positions:

1. The office of the director **coordinator** of administrative services shall be designated as the place where all applications for employment shall be disbursed, received, and kept on file for three years.
2. The director **coordinator** of administrative services must be notified of all new or vacant, full-time positions to be filled before recruitment shall commence.
3. An official job announcement shall be developed with the cooperation of the affirmative action coordinator, appropriate dean, and chairperson or supervisor.
4. All job announcements shall be disbursed by the director **coordinator** of administrative services to a comprehensive list of sources: newspapers in the service area, professional publications, college and university job placement centers, and if available, on-line computer services. Position vacancy notices will be posted on bulletin boards in the following locations: administration building, business office, and printing center.
5. Only completed application files, including those from full-time employees, will be considered by the director **coordinator** of administrative services. All completed application files received for a specific position vacancy notice shall be available for review by the appropriate dean and other search committee members. All complete application files received shall be kept on file for three years.
6. Application files will be screened by a search committee and a personal interview will be conducted with selected qualified applicants. The search team shall consist of the appropriate dean, division chairperson (or supervisor), and the College President or a representative selected by the College President.
7. Filling positions by internal promotions or transfer of College District employees is most desirable to encourage employees to obtain further education and training for advancement. When internal promotions or transfers are possible and desirable, advertising will not be necessary. *If a position is not filled by internal promotion or transfer then the policy on Professional and Non-Professional positions shall be followed.*
8. A **professional position** shall be open for internal applications for ten working days. *If position is not filled with an internal applicant, then the position shall be open to external*

HIRING PRACTICES

DC
(REGULATION)

candidates for a period not less than 30 days unless circumstances require immediate employment to fill unfinished terms or sudden resignations. Application closing dates may be extended to achieve the College District's employment goals. Vacancy notices may include "until filled" to allow additional time to increase the pool of qualified applicants. The search committee will make the decision to allow additional time or pursue other sources to reach applicant objectives.

9. **Non-professional positions** shall be open for internal applications for ten working days. *If position is not filled with an internal applicant, then the position shall be open to external candidates for a period not less than 15 days unless circumstances require immediate employment to fill unfinished terms or sudden resignations. Application closing dates may be extended to achieve the College District's employment goals. Vacancy notices may include "until filled" to allow additional time to increase the pool of qualified applicants. The search committee will make the decision to allow additional time or pursue other sources to reach applicant objectives.*
10. The appropriate dean shall make the offer of employment to the successful candidate.
11. The College District may need to hire non-tenure track full-time instructors on a semester by semester basis according to need. These instructors will be at-will employees with full salary and benefits for the duration of each semester of employment.