



ADMINISTRATIVE **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

7120

RECRUITMENT AND HIRING

Desert Community College District seeks a qualified, diverse administration, faculty and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

The District recognizes the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty, staff and administrators who will enhance the learning experience for all students and fulfill the mission and goals of the District.

The Districts recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education. College of the Desert will strive to actively close the gap beyond merely meeting state statistics so that our faculty, staff, and administration reflect our student population.

Hiring faculty, classified staff, and administrators is accomplished through search and selection committees which produces a recommendation from the appropriate administrator to the President to recommend to the Board for employment.

The District's Equal Employment Opportunity (EEO) Plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The Vice President, Human Resources and Employee Relations shall provide the Board with an annual report regarding the District's EEO Plan.

This Administrative Procedure is intended to identify the process of recruiting and hiring for all positions at the Desert Community College District. While this Procedure is intended to be comprehensive there may be areas that need clarification. If you have any questions, please contact the Office of Human Resources.

- I. Immediate Supervisor or designee identifies position to be filled.
 - A. For Positions with a job description (Classified, Confidential, Supervisor, and Administrator)
 1. Review the current job description
 2. Recommend modifications in the job description in consultation with the Office of Human Resources
 3. Modifications to job description are reviewed through the process established in the respective Collective Bargaining agreement, Personnel Plan or practice of the District.
 - B. For a new position without a job description (Classified, Confidential, Supervisor, and Administrator)
 1. In consultation with the Office of Human Resources, identify job specifications
 2. The Office of Human Resources will review the proposed job description developed by the Department.
 3. Job descriptions and salary placements of Classified positions are negotiated with CSEA
 4. New job descriptions and salary placements are approved by the Board of Trustees
 - C. For Full-time and Adjunct Faculty vacancies, refer to section II.
- II. Immediate Supervisor or designee initiates the electronic Request for Recruitment Form (available on the Human Resources Portal).
 - A. Identify funding source and obtain appropriate account codes from Administrative Services.
 - B. Obtain appropriate signature(s) for approval
- III. Develop a timeline for recruitment and search processes.
 - A. The Office of Human Resources develops a timeline in consultation with the Immediate Supervisor or designee
 - B. Immediate Supervisor or designee may need to identify or request leadership committee members at this time. (Refer to section V. Search Committee Members).
 - C. The Office of Human Resources will request committee members from Academic Senate or CSEA.

IV. Recruitment

The Office of Human Resources shall notify college employees of all current vacancies via email.

A. Full-Time Faculty

1. The Office of Human Resources, in consultation with the Dean or designee, develops a notice of vacancy announcement. The Dean or designee should consult with the division faculty and staff for input regarding the notice of vacancy announcement.
2. Dean and the Office of Human Resources approve notice.
3. Identify any potential specific recruitment sources for advertising and dissemination of notice with the goal of maximizing the diversity of the applicant pool.
4. Office of Human Resources conducts a national recruitment by advertising with various on-line and print sources and attending job fair(s). A sixty (60) day recruitment is recommended.

B. Temporary Full-Time Faculty

1. Dean in consultation with the Office of Human Resources shall recommend a current adjunct, individual from the existing qualified adjunct pool. If there is no current qualified adjunct available, an individual who meets the minimum qualifications for employment as a temporary full-time faculty.
2. The appropriate Vice President approves recommendation.
3. Temporary full-time faculty, other than clinical nursing instructors, may be hired for two semesters within any period of three consecutive academic years. Clinical nursing temporary full-time faculty may be hired for four semesters within any period of three consecutive academic years. See Education Code § 87482.
4. Any employee filling a temporary full-time position for one or two semesters shall be classified as a contract employee. See Education Code §87482- §87482.5
5. Temporary full-time faculty members may be employed for the following reasons. See Education Code § 87481 (and any other applicable Education Code).
 - a) Higher enrollment during that semester or year compared to the other semester or year.
 - b) To replace a faculty member who is on leave.
6. If time permits, the recommendation is to follow the full-time recruitment process.

C. Adjunct Faculty

1. Dean reviews the existing qualified adjunct pool, of those who have already interviewed, for possible assignments and notifies the Office of Human Resources of assignments to be offered.

2. If no assignments are made from the qualified adjunct pool or no pool exists, notify the Office of Human Resources via email of the need to recruit.
 - a) As an exception, emergency hires of qualified applicants may be made. Consult with the Office of Human Resources. All emergency hires must be interviewed before the end of the semester to be hired for subsequent semesters.
 3. Office of Human Resources develops notice of vacancy for current openings and/or qualified adjunct pool.
 4. Office of Human Resources conducts a recruitment by advertising with various on-line and print sources with the goal of maximizing the diversity of the applicant pool. A twenty-one (21) day recruitment is recommended.
- D. Classified, Confidential and Classified Supervisor
1. Immediate Supervisor or designee, in consultation with the Department/School, appropriate Vice President, and Office of Human Resources submits an electronic Request for Recruitment Form.
 2. Appropriate Supervisor or designee, Executive Cabinet and the Office of Human Resources approves notice.
 3. Office of Human Resources, immediate supervisor or designee, and subject matter experts identify and recommend any potential targeted recruitment sources for advertising and dissemination of notice with the goal of maximizing the diversity of the applicant pool.
 4. Office of Human Resources conducts a local and/or regional and/or national recruitment by advertising with various on-line and print sources. For classified and confidential, a twenty-one (21) day recruitment is recommended. For classified supervisor, a thirty (30) day recruitment is recommended.
- E. Substitute Classified, Confidential and Interim Classified Supervisor
1. Temporary employees may be hired to fulfill vacancies, temporarily fill new positions, or special needs.
 2. Classified staff members may be hired in a temporary capacity for a maximum of one hundred (100) days to fill a vacancy in a substitute capacity. See Education Code § 88003.
 3. Classified staff members may be hired on a short-term basis for less than 75% of the school year (this means no more than 195 working days including holidays, sick leave, vacation and other leaves of absences, irrespective of number of the hours worked per day.)
 4. Confidential and Classified Supervisors may be hired in a temporary capacity to fill a vacancy, temporarily fill a new position, or fulfill a special need.
 5. The temporary employee may be recruited from existing pools of

applicants whose backgrounds are related to the position or the position may be formally recruited. In consultation with the Department/School, appropriate Vice President, and Office of Human Resources, the Immediate Supervisor or designee develops a pool of potential candidates through either an informal basis or through a notice of vacancy.

6. Office of Human Resources approves the recommended temporary Classified, Confidential and Classified Supervisor or approves the notice, if necessary.
7. Identify any potential targeted recruitment sources for advertising and dissemination of notice with the goal of maximizing the diversity of the applicant pool.
8. Office of Human Resources conducts a local and/or regional recruitment by advertising with various on-line and print sources. For classified and confidential, a twenty-one (21) day recruitment is recommended. For a classified supervisor, a thirty (30) day recruitment is recommended.

F. Educational/Classified Administrator

1. Immediate Supervisor or designee (or Board of Trustees in the event of a Presidential search), in consultation with the Department/Division and Office of Human Resources, develop job posting.
2. Immediate Supervisor or designee and Office of Human Resources approve posting.
3. Identify any potential targeted recruitment sources for advertising and dissemination of posting with the goal of maximizing the diversity of the applicant pool.
4. Office of Human Resources conducts a local and national recruitment by advertising with various on-line, print sources and attending job fair(s). A sixty (60) day recruitment is recommended.

G. Interim Educational/Classified Administrator

1. Educational/Classified Administrator may be hired in a temporary capacity to fill a vacancy, temporarily fill a new position, or fulfill a special need.
2. A temporary Educational/Classified Administrator may be recruited from existing pools of applicants whose backgrounds are related to the position or the position may be formally recruited. In consultation with the appropriate Vice President and Office of Human Resources, the Immediate Supervisor or designee develops a pool of potential candidates either through an informal basis or through a notice of vacancy.
3. Office of Human Resources approves the temporary Educational/Classified Administrator or approves the posting.
4. Identify any potential targeted recruitment sources for

advertising and dissemination of posting with the goal of maximizing the diversity of the applicant pool.

5. Office of Human Resources conducts a local and/or regional recruitment by advertising with various on-line and print sources. For classified and confidential, a twenty-one (21) day recruitment is recommended. For a classified supervisor, a thirty (30) day recruitment is recommended.

V. Search Committee Members

A. Chair of Committee

1. The immediate supervisor of the position or designee serves as the Chair of the Search Committee.
2. The Chair of Committee identifies leadership committee members in consultation with the Office of Human Resources and the appropriate supervisor.
3. The Chair of the Committee is encouraged to reference the hiring committee handbook and the Office of Human Resources.

B. Committee Membership

1. Committee members may include Administrators, Supervisors, Full-time and Adjunct Faculty, Classified, Confidential and community members. Student membership on the hiring committee will be optional and determined by unanimous consent by the committee members. The level of student involvement will be determined by majority vote of the Committee. Faculty appointments are made by the Academic Senate. Classified bargaining unit appointments are made by the classified bargaining unit. Administrator and Supervisor appointments are made by management. Confidential employee appointments are made by management and can be included as classified bargaining unit appointments. Student appointments are approved by ASCOD, but can be recommended by the hiring committee. Membership is subject to approval by the Vice President, Human Resources & Employee Relations. Minimum recommendations are listed below.
 - a) For Full-Time Faculty, search committees should be chaired by the School Dean or administrative designee and consist of at least two faculty from the School (preferably at least one from the discipline) and one faculty from outside the School. One faculty from Non-instructional faculty should serve on an Instructional search committee. One Instructional faculty should serve on a Non-instructional search committee. Adjunct faculty should be included.
 - b) For Adjunct Faculty, search committee membership should consist of at least the School Dean and one full time faculty member (preferably from the discipline).
 - c) For Classified, search committee membership should consist

of the Chair and at least two classified staff (preferably one from the hiring Department and one from outside the Department).

- d) For Confidential, search committee membership should consist of the Chair and at least one confidential and one classified staff.
- e) For Classified Supervisor, search committee membership should consist of the Chair and at least one classified supervisor and two classified staff.
- f) For Educational and Classified Administrators, search committee membership should consist of the Chair and at least one administrator, one classified supervisor, one classified staff, one full-time faculty, and one adjunct faculty.

- 2. Search committee members must participate in scheduling surveys, attend all meetings and rate applications and interviews. Students may be exempt from this requirement. Exceptions may be made with the approval of the Vice President, Human Resources & Employee Relations.
- 3. A non-voting Equal Employment Opportunity (EEO) representative may serve on committees to facilitate and monitor the process, including time, EEO regulations, consistency, and documentation. In the case where the Committee Chair serves as the EEO representative, the Chair serves as a voting member.

C. Exceptions to Committee Membership and Conflict of Interest

- 1. Anyone with knowledge of an applicant that prohibits them from being objective should excuse themselves from the search committee. Members of the Committee should not provide letters of reference for any applicant or should excuse themselves from the Committee.
- 2. Anyone related to a candidate may not participate on the search committee.
- 3. Anyone retiring or resigning from the position may not participate on the search committee. Exceptions may be approved by the Vice President, Human Resources & Employee Relations for unique subject expertise.

D. Communication with Applicants

- 1. Communications with applicants before the application deadline regarding general practices, procedures and program/department information is appropriate. Communication must not continue once the interested persons has submitted an application.
- 2. Communications after the application deadline date shall be referred to the Office of Human Resources.

- VI. Mandatory Equal Employment Opportunity (EEO) Training
 - A. District EEO Officer and the Chair of the Committee ensure all search committee members receive training on EEO laws and search procedures.
 - B. The Office of Human Resources shall provide the EEO training to all search committee members, including students participating on hiring committees.
 - C. Committee members will be trained at least every two years.
 - D. See the Human Resources Handbook for Selection Committees ([link](#))

- VII. Review of Applicant Pool
 - A. Office of Human Resources reviews applications for minimum qualifications and materials.
 - 1. Office of Human Resources determines the need for an equivalency review for faculty positions. The Office of Human Resources may seek advice regarding minimum qualifications.
 - 2. Office of Human Resources determines the need for and equivalency review for local requirements for educational administrative positions.
 - 3. Office of Human Resources conducts any skills tests as required to meet minimum qualifications for classified staff positions.
 - 4. Office of Human Resources identifies incomplete applications.
 - B. District's EEO Officer or Designee Conducts Review of Applicant Pool
 - 1. EEO Officer reviews the applicant pool for representation in accordance with the District's policies.
 - 2. EEO Officer reviews the local qualifications for employment barriers.
 - 3. An insufficient applicant pool or a pool that lacks diversity may result in an extended recruitment.

- VIII. Screening and Selection Procedure
 - A. Committee reviews candidate's Request for Equivalency for faculty and educational administrative positions. See Board Administrative Regulation #4070.
 - B. Prior to reviewing the qualified applicant pool, the Screening/Interview Committee will work together in confidence, referencing the hiring committee handbook, to develop the application rating criteria, interview questions, interview exercises, and/or teaching demonstrations which are relevant.
 - 1. Assessments may include a teaching demonstration, counseling session, in-basket exercise, software-related tests, problem-solving tasks and/or other activities. Assessments may be assigned to be

2. prepared before the interview or completed on-site.
 2. Questions must refer to the duties and responsibilities as outlined in the job announcement, the job description, or other duties that pertain to the job content.
 3. The interview questions, exercises, and/or teaching demonstrations will be reviewed by the Office of Human Resources to ensure they align with Equal Employment Opportunity guidelines and job relevance.
 4. Blind Screening – the Committee will be consulted to determine if applicant information will be redacted prior to reviewing/screening applications.
 5. The Chair and/or Committee determines the assessments, questions, format, and schedule of interviews
- C. When the above is complete, Committee members will review and rate applicants individually by a specified date without outside influence. Not all candidates who meet the minimum qualifications will be granted an interview. Failure to screen all of the applications forwarded to the committee can be cause for dismissal of the member from the committee. The committee may extend the timelines for reviewing the applications. Once committee members have reviewed and rated the applicants, the Office of Human Resources compile the application ratings.
- The Office of Human Resources meets with the Committee to determine candidates to be interviewed. If it is determined that there is an insufficient pool to interview, the recruitment process can be reopened to accept more applicants or closed.
- D. The Chair of the Committee notifies any internal applicants who did not receive an interview.
- E. If an adjunct is not selected for a full-time faculty interview, the Chair must complete the Non-Selection of Adjunct Faculty form forward it to the President or designee for signature. See CODAA Collective Bargaining Agreement.
- F. Office of Human Resources notifies all applicants not selected for an interview.
- G. Office of Human Resources reserves appropriate facilities for interviews
- H. Office of Human Resources contacts candidates and schedules interviews.
- I. The Chair of the Committee is responsible for coordinating tours of the work area and college if desired. College tour guides should receive EEO training.

IX. Interview Process

- A. Candidates must sign a waiver and release of information to allow the District to conduct reference checks.
- B. Candidates are allowed to review the questions immediately before the interview for a designated amount of time.
- C. Each interview is scheduled for the same amount of time and follows the same format.
- D. Each candidate is presented with the same assessments and questions.
- E. Follow-up questions may only be asked to clarify a candidate's answer and must conform to EEO regulations.
- F. Search Committees for classified, confidential, and classified supervisors recommend finalists for reference checks. Second interviews may be conducted with the immediate supervisor, next-level administrator and EEO representative.
- G. Search Committees for faculty and administrators recommend finalist(s) for second interviews.
 - 1. Second interviews will be conducted at the administrative level.
 - 2. For a presidential search, the Board of Trustees shall conduct second interviews.

X. Determination of Final Candidate

- A. The Superintendent/President, in consultation with the Vice President or designee and Chair of the Committee, determines the final candidate for full-time faculty positions.
- B. Chair of the Committee determines the final candidate for classified, confidential, and adjunct faculty.
- C. Vice President, in consultation with the Chair of the Committee, determines the final candidate for classified supervisors.
- D. President and/or Vice President determine the final candidate for administrators.
- E. In the event of a presidential search, the Board of Trustees determines the final candidate.

XI. Reference Checks

- A. Reference checks are conducted by the Chair of the Committee or the Office of Human Resources prior to the offer being made. Background

and/or reference checks will not be conducted without the candidate's written consent. The District reserves the right to contact any employers of any candidate to investigate past employment records.

- B. Office of Human Resources may utilize a third party to conduct reference checks.
- C. It is recommended that at least three reference checks are completed for each finalist, with two of the references serving in a supervisory capacity.

XII. Offer of Employment

- A. Chair of the Committee, appropriate Administrator or Office of Human Resources, extends an offer of employment.
- B. The offer of employment is contingent on the finalist successfully meeting all applicable District, state and federal employment requirements and laws and approval by the Board of Trustees.

XIII. Notification of Candidates Not Selected for Employment

- A. Chair of the Committee or appropriate Administrator personally notifies any internal candidates who were not chosen as the finalist following the second interviews.
- B. Following notification of internal candidates not chosen, the Office of Human Resources notifies the remaining candidates who were interviewed, but not selected.

XIV. Board of Trustees Approval of Finalist

- A. The Office of Human Resources prepares the recommendation for employment to the Board of Trustees.
- B. The Office of Human Resources notifies the finalists of the decision of the Board of Trustees.

Reference: Education Code Sections 87100 et seq.; 87400; 87478 et seq.; 88003; Accreditation Standard 111.A

Adopted by College Council: October 20, 2008; Revised

Executive Cabinet Review: August 24, 2021

Diversity Committee: October 13, 2021

Educational Policies and Practices: December 12, 2021

College Planning Council Review/Approval 1st Reading: May 13, 2021

College Planning Council Review/Approval 2nd Reading: May 27, 2022

Board Meeting/Information Item: June 16, 2022

Next Review: May 2027