



**Citrus Community College District
Academic Senate Council
Agenda**

Wednesday, June 8, 2011

2:10 p.m. – Faculty/Staff Lounge

OFFICERS: **Roberta Eisel**, President
 Nicki Shaw, Vice President/President Elect
 Jack Call, Past President
 Sheryl Walz, Secretary
 Paul Swatzel, Treasurer

SENATORS:

Behavioral Sciences	Jim Woolum HH/Mailroom	Language Arts	Toby Guebert Lang Arts/CFI
Biological Sciences	June Han (interim) Phys Sci./Mailroom	Foreign Language	Holly Colville Admin/Box
Business	vacant Admin/Box	Mathematics	Mohammad Trad Math/Mailroom
Cosmetology	Patty Glover Cosmo/Mailroom	Music	Gino Munoz Music/Mailroom
Counseling	Michelle Plug Counsel/Mailroom	Physical Education	Mary Brawner HH/Mailroom
CSIS	Jim Mustain Admin/Box	Physical Sci. & Engineer	Badieh Farahani Admin/Box
Fine Arts	John Vaughan/Cherie Brown Music/Drama	Public Services	vacant
Health Sciences	vacant Dental/Health Sci.	Social Sciences	Gerhard Peters Soc&Beh Sci/CFI
Library	Lanette Granger Libr/Mailroom	Automotive Technology	Jeremy Clark Auto Tech/Mailr

AT-LARGE REPRESENTATIVES:

Meg O'Neil	Clarion/Mailroom	Justina Rivadeneyra	CareerCtr/EmpSvcs	Rafael Herrera	Couns/ Mailroom
-------------------	------------------	----------------------------	-------------------	-----------------------	--------------------

Citrus College Faculty Association Liaison:

Kathy Bakhit Soc&Beh. Sci

Adjunct Faculty Rep

Karen Praeger Library
Bill Zeman Soc/BehSci/CFI

District Academic Senate Secretary:

Linda Swan Mailroom/Admin

David Kary, Curr.Chair

ASCC Faculty-Student Relations Liaison:

Karlyn Bradley Campus Ctr/Mailroom

Campus Ctr/Mailroom

- I. CALL TO ORDER – Roberta Eisel**
 - A. Set Agenda**

- II. MINUTES – Sheryl Walz**
 - A. Approval of May 25, 2011 minutes**

- III. COMMITTEE REPORTS – All committees are welcome to report. Those with an asterisk are expected to report. Those with a double asterisk are subcommittees of Steering**
- Academic Calendar/Final Exam Schedule – Steve Odrich
 - Bookstore Committee – Paul Swatzel
 - Campus Environment Committee – David Casey
 - **Campus-wide Information Technology**
 - College Success –
 - *Curriculum – David Kary**
 - Distance Education – Bev Van Citters
 - **Educational Programs – Senate President**
 - Enrollment Management
 - Equivalency Minimum Qualifications – Carsten Dau
 - Evaluation and Tenure Oversight
 - Faculty Hiring Procedures
 - Faculty Needs Identification – Senate President
 - **Financial Resources –**
 - Gender Equity – Mary Brawner
 - Honors Program Advisory Council – Brian Waddington
 - **Human Resources Advisory**
 - **Institutional Research and Planning**
 - Matriculation/Pre-Req & Assessment
 - **Physical Resources – John Fincher**
 - Program Review
 - Scholarship
 - Service Learning Advisory –
 - Student Learning Outcomes – John Vaughan
 - Student Services
 - Transfer Task Force
- IV. OFFICERS' REPORTS (10 minutes)**
- | | |
|--------------------------------|----------------|
| Secretary | Sheryl Walz |
| Treasurer | Paul Swatzel |
| Past President | Jack Call |
| Vice President/President-Elect | Nicki Shaw |
| CCFA Liaison | Kathy Bakhit |
| ASCC Representatives | Karlyn Bradley |
| President | Roberta Eisel |
- V. SPECIAL REPORTS/PRESENTATIONS –**
- A. Awarding of Certificates
 - B. Present Resolutions
 - C. Installation of New Officers
- VI. ACTION-**
- A. Senate Recognition Resolutions
 - B. Program Review Recommendations
- VII. NEW BUSINESS –**
- A. AP 7200 Classification of Academic Employees
 - B. AP 7302 Short-Term and Substitute Employees
 - C. AP 7303 Professional Experts
 - D. BP 7200 Classification of Academic Employees
 - E. BP 7302 Short-Term and Substitute Employees
 - F. BP 7303 Professional Experts

G. BP 7305 Discipline Classified Staff

VIII. OLD BUSINESS-

- A. Possible Summer 2011 Meetings – Roberta Eisel
- B. Registration Wait List Work Group Report – Roberta Eisel
- C. Attendance and Grading Discussion
- D. Funding Concerns and Budget
- E. AP 7201 Recruitment and Hiring of Full-Time Faculty

IX. PUBLIC FORUM

X. ANNOUNCEMENTS –

- 1. Commencement June 18, Saturday, at 10 a.m.

XI. ADJOURNMENT – next meeting

Attachments:

- #1 Program Review Recommendations *(Page 4)*
- #2 AP 7200 Classification of Academic Employees *(Page 14)*
- #3 AP 7302 Short-Term and Substitute Employees *(Page 16)*
- #4 AP 7303 Professional Experts *(Page 19)*
- #5 BP 7200 Classification of Academic Employees *(Page 21)*
- #6 BP 7302 Short-Term and Substitute Employees *(Page 22)*
- #7 BP 7303 Professional Experts *(Page 23)*
- #8 BP 7305 Discipline Classified Staff *(Page 24)*
- #9 AP 7201 Recruitment and Hiring of Full-Time Faculty *(Page 25)*



[Name of Program]

14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

I. Executive Summary

Program Description:

Strengths/Effective Practices:

Weaknesses/Lessons Learned:

Recommendations/Next Steps:



[Name of Program]

46
47
48
49

II. Curriculum

Course Number and Title (Courses must be reviewed every six years to remain active)	Date of last Curriculum Committee Review	2010 Course offerings By Term and # of Sections				SLOs Assessed (Semester / year)
		Winter	Spring	Summer	Fall	

50
51
52

III. Degrees and Certificates

Title	Type	Date Approved by Chancellor's Office	Number Awarded 2007	Number Awarded 2008	Number Awarded 2009	Number Awarded 2010

53
54
55
56

TYPE: AA = Associate in Arts AS = Associate in Science Degree C = Certificate S = Skill Award
 AA-T = Associate in Arts for Transfer AS-T = Associate in Arts for Transfer

57
58

IV. Sections Offered by Schedule

	Winter 2010	Spring 2010	Summer 2010	Fall 2010
On-Campus				
On Campus By Term Length				
Full Term				
Short Term				
On-Campus Subtotal				
On Campus By Schedule				
Morning Before 11:59 am				
Afternoon Noon to 4:29 pm				
Evening After 4:30 pm				
Weekend Friday after 4:40 pm, Saturday, or Sunday				
Arranged Hours Meeting time beginning is unknown				
On-Campus Subtotal				
Distance Education				
Distance Ed Full-term				
Distance Ed Short-term				
Distance Ed Subtotal				
Total				
Course Retention *				
Course Success **				

59

60

61

62

63

64

65

V. Student Demographics

Gender	College 2010	2007	2008	2009	2010
Female					
Male					

Ethnicity	College 2010	2007	2008	2009	2010
Asian/Filipino/Pacific Islander					
Black/African-American					
Hispanic/Latino					
White					
Other*					

66

67

68

69

* **Other** includes Native American, two or more races, and unknown.

70 **VI. Career Technical Education Programs**

71
72 **TOP CODE:** _____

73
74 **CORE INDICATORS**

Indicator	Negotiated Level	2008-09 (Actual)	2009-10 (Actual)	2010-11 (Actual)	2011-12 (Proposed)
1. Technical Skill Attainment	88.81%				
2. Credential, Certificate, or Degree	82.05%				
3. Persistence or Transfer	85.96%				
4. Placement	81.72%				
5. Nontraditional Participation	20.37%				
6. Nontraditional Completion	25.99%				

76
77 **VII. Student Accomplishments**

78
79 Provide examples of individual student success or instructional strategies that were effective.

80
81
82

83 **VIII. Student Learning Outcomes Assessment Reflection**

84 **SLO ASSESSMENT RESULTS:** Upon reflection with program colleagues (or self-reflection for programs with one
85 instructor only), please provide a brief narrative to the following:
86 *Utilizing information garnered from SLO assessment data at the course level, please describe results or faculty*
87 *recommendations for changes and/or continuations relevant at both the course and program level. Address GE classes*
88 *specifically.*
89

90
91
92



[Name of Program]

93
94
95
96

IX. Progress toward previous goals

During 2010, we accomplished:

	Previous Goals	Progress/ Persons Responsible	Status	Institutional Goal
Goal 1 Date of Origin				
Goal 2 Date of Origin				
Goal 3 Date of Origin				
Goal 4 Date of Origin				

97
98
99

In addition to previous goals, during 2011, we plan to:

	Description	Actions / Target Date	*Data Index*	Institutional Goal**
Goal 1 2011				
Goal 2 2011				
Goal 3 2011				
Goal 4 2011				

100
101
102
103
104
105

***See the Preface for information related to Institutional Goals for 2011.*

***Data Index:** What data in the Key Performance Indicators drives this goal?



[Name of Program]

106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

X. Budget Recommendations for 2012

(Add rows or attach additional pages as needed for complete description / discussion)

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact	Priority

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact	Priority

Staff Development (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority

Facilities (Facilities)

Describe repairs or modifications needed	Discuss impact on goals / SLOs	Building / Room	Impact	Priority

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact	Priority

General Budget Guidelines

Budget Preparation Tips:

- Include items on the budget form that are needed for program success even if there is no financial need associated with the request (ie training that could be accomplished with on-campus resources, sharing of resources with another discipline or department etc.)
- Whenever possible, obtain actual cost for the items / equipment you wish to purchase. This avoids situations where items are considered for purchase but it is determined that the actual cost greatly exceeds the original estimate.
- Identify unit cost (cost per item) and the number of units desired in requests.

138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170

- Indicate if there is a lower level of financial support that would be workable in your educational plan – if you request \$30,000 for a classroom set of equipment (one item for each student), if \$15,000 were available, would it be possible for two students to share an item? Is the request “All or nothing”?

Determining Budget Impact:

Indicate one or more of the following areas that your request will affect:

M = Mission: Does the request assist the program in meeting the District’s mission and established core competencies and / or diversity?

N = Need: Does the request assist the program in addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

Q = Quality: Does the request assist the program in continuing or establishing appropriate lecture/lab unit values? Will the request assist in the regular reviewed / updated of course outlines? Is faculty development adequate? Does program need support in addressing the State and District emphasis on critical thinking, problem solving and written expression? Does program need support to meet stated objectives in the form of SLOs? Do course pre-requisites and co-requisites need to be validated?

F = Feasibility: Does the request assist the program maintain adequate facilities, equipment, and library resources? Is there a need for repair or modification of facilities? Is there a need for new equipment or supplies? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

C = Compliance: Does the request assist the program in meeting Federal, State & District requirements? (Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?)

Budget Priorities:

When establishing priority, consider the following:

Priority 1: This item is mandated by law, rule, or district policy.

Priority 2: This item is essential to program success.

Priority 3: This item is necessary to maintain / improve program student learning outcomes.



[Name of Program]

171
172
173
174
175
176
177
178
179
180

XI. Career Technical Education

1. Advisory Committee meeting date(s): _____

2. Advisory Committee recommendations

1.	
2.	
3.	
4.	
5.	

3. Are Advisory Committee minutes on file with Academic Affairs?

YES _____ NO _____

4. Vocational Funds

Source	Purpose	Amount

5. Labor Market Data 2008 – 2018

(California Employment Department Labor Market Information for Los Angeles County)

Occupation	Soc Code	Employment Estimated	Employment Projected	Change
				%
				%
				%
				%
				%
				%

6. Discuss demand for workers in this TOP code based on CA Employment Development Department Labor Market Information for Los Angeles County and Advisory Committee input. Describe the rationale for use of data regarding additional geographic areas.

181
182
183
184
185
186
187

188
189
190
191

192
193
194
195
196
197

Proposed Citrus Community College District Policy

Human Resources
DRAFT as of 05/18/11

199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248

AP 7200 CLASSIFICATION OF ACADEMIC EMPLOYEES

Reference: Education Code Section 87604

Academic Position Includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the Board of Governors.

Academic Employee Refers to a person employed by the District in an academic position.

Certificated Employee Whenever this term may be used it shall reference an academic employee.

1. Regular - All academic personnel who have obtained tenure as prescribe by the relevant sections of the Education Code. Normally, a full-time academic employee becomes tenured after serving a four (4) year probationary period.

2. Contract - A full-time academic employee who is in a probationary status. Contract employees normally are employed for three (3) probationary contracts. The first contract is for a period of one (1) year of service, the second contract is for a period of one (1) year of service and the third and final contract is for a period of no more than two (2) years of service.

3. Temporary Employees - All academic employees who are not contract, regular faculty or administrators are temporary employees, as follows:

A. Daily Substitute - academic personnel employees employed on a day-to-day basis for the purpose of replacing a regularly employed person who is absent from service. are classified as daily substitute.

B. Long Term Substitute - Those academic personnel who are employed after September 1 of any college year who assume the full assignment of contract regular employees who are absent from service for more than 20 duty days, or to fill positions which are less than one (1) year, or less than one (1) semester, and for which no regular employee is available are classified as long term substitutes. academic employees employed for the purpose of replacing a regularly employed person who is experiencing a long term absence or has been granted leave for a semester or academic year.

C. Long Term Temporary Employee- an academic employee employed for at least one semester due to the need for an instructor and no regular employee is available or due to an increase in the number of students for the particular semester.

C. Hourly - Academic personnel who are employed on an hourly basis are classified as hourly personnel. Hourly temporary employees are normally referred to as part-time or adjunct faculty. Adjunct- an academic employee employed to teach classes for not more than 67% of the hours per week considered a full-time assignment for regular employees having comparable duties.

249 Office of Primary Responsibility: *General Institution/Office of Human Resources*
250
251

252
253 **Date Adopted:**

254
255 **Approved by** Academic Senate

256	CSEA.....
257	ASCC
258	Management Team
259	Supervisor/Confidential
260	Steering
261	Board of Trustees.....

262
263 *Note: New language indicated by underline, deleted language indicated by ~~strikethrough~~, and subsequent changes*
264 *to language indicated by shading.*

265
266 **Distributed to constituent groups May 25, 2011**
267 **Responses due by June 10, 2011**
268 ****No response received**

269
270

271

Proposed Citrus Community College District Policy	

272

Human Resources
DRAFT as of 05/06/11

273

274

275

AP 7302 Short-Term and Substitute Employees

276

277

Reference: Education Code Section 88003

278

279

280

A. Short –Term Employees

281

1. Definition

282

283

284

a. A short-term employee is any person who is employed to perform a service for the District upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.

285

286

b. A short-term employee, unless he/she is a regular classified employee working in a short-term assignment during unassigned time, is not a member of the classified service.

287

2. Length of Employment

288

289

a. A short-term employee is employed with the understanding that his/her association with the District will last only through a certain period of time or academic term.

290

291

b. A short-term employee may not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day.

292

293

c. In addition to the 170 working day limitation, a short-term employee may not work in excess of 900 hours during the fiscal year.

294

3. Salary and Benefits

295

296

a. A short-term employee is paid in accordance with the salary schedule established by the Office of Human Resources.

297

b. A short-term employee is not eligible for vacation, sick leave, holiday pay, or health benefits.

298

c. A short-term employee is not exempt from overtime pay.

299

4. Authorization

300

301

302

a. A short-term employee may not begin working until after the Board of Trustees, at a regular meeting, has approved the employment of the short-term employee establishing the service (duties) to be performed and the end date for the employment of the short-term employee.

303

304

b. The ending date may be shortened or extended by the Board of Trustees, but shall not extend beyond the period as specified in Section 2b above.

305 c. A Short-Term, Non-Academic Employment request form must be completed and submitted to
306 the Office of Human Resources prior to submission to the Board of Trustees for employment
307 authorization.

308 5. Special Provisions

309 a. A regular classified employee may not be employed as a short-term employee, except those
310 regular classified employees whose assignment is less than 12 months, and then only during
311 his/her unassigned time.

312 b. During the term in which a student is employed as a student worker, he/she may not be also
313 employed as a short-term employee.

314 c. A short-term employee, who is also a student at the District, may not be employed as a
315 student worker during the term.

316 d. A short-term employee may not be employed simultaneously in multiple assignments.

317 B. Substitute Employees

318 1. Definition

319 A substitute employee is any person employed to:

320 a. replace any classified employee who is temporarily absent from duty (e.g illness leave or any
321 other authorized leave); or

322 b. serve in an existing authorized open position for not more than 60 calendar days while the
323 District is engaged in the recruitment and selection process to fill the position.

324 2. Length of Employment

325 a. A substitute employee may be employed for the duration of the temporary absence of a
326 regular classified employee provided the substitute employee's total number of work days
327 does not exceed 170 working days (including holidays) during the fiscal year irrespective of
328 the number of hours worked per day, except as provided in Section 1b above.

329 b. In addition to the 170 working day limitation, a substitute employee may not work in excess of
330 900 hours during the fiscal year.

331 3. Salary and Benefits

332 a. A substitute employee is paid at the hourly rate for the first step of the appropriate salary
333 range and classification as set forth on the regular classified salary schedule.

334 b. A substitute employee is not eligible for vacation, sick leave, holiday pay, or health benefits.

335 c. A substitute employee is not exempt from overtime pay.

336 4. Authorization

337 a. A substitute employee may not begin employment until after the Board of Trustees, at a
338 regular meeting, has approved the employment of the substitute employee.

339 b. A "Substitute Employment" request form must be completed and submitted to the Office of
340 Human Resources prior to submission to the Board of Trustees for employment authorization.

341 5. Special Provisions

342 a. A full-time regular classified employee may not be employed as a substitute employee, except
343 those regular classified employees whose assignment is less than 12 months, and then only
344 during his/her unassigned time.

345 b. A less than full-time regular classified employee may not be employed as a substitute in
346 his/her regular classification.

347 c. During the term in which a student is employed as a student worker, he/she may not be also
348 hired as a substitute employee.

349 d. A substitute employee, who is also a student at the District, may not be hired as a student
350 worker during the term.

351 e. A short-term employee may not be employed simultaneously in multiple assignments.

352 Office of Primary Responsibility: Office of Human Resources
353
354

355 **Date Adopted:**
356 *(New board policy not replacing any existing Citrus College policy)*

- | | | |
|-----|--------------------|-------------------------------|
| 358 | Approved by | Academic Senate |
| 359 | | CSEA..... |
| 360 | | ASCC |
| 361 | | Management Team |
| 362 | | Supervisor/Confidential |
| 363 | | Steering |
| 364 | | Board of Trustees..... |

365
366 *Note: New language indicated by underline, deleted language indicated by ~~strikethrough~~, and*
367 *subsequent changes to language indicated by shading.*
368
369

370

Proposed Citrus Community College District Policy	

371

Human Resources
DRAFT as of 05/06/11

372

373

374

AP 7303 Professional Experts

375

376

Reference: Education Code Section 88003

377

378

379

A. Professional Experts

380

1. Definition

381

382

383

a. A professional expert is a person with specialized knowledge or expertise not generally required of, or found within, the regular established classified classifications. A professional expert is not a part of the classified service.

384

2. Length of Employment

385

386

387

a. A professional expert is hired for the duration of a specific project and/or grant regardless of the length of employment. A professional expert may be hired for successive contracts.

388

3. Salary and Benefits

389

390

391

392

393

a. Professional experts shall be hired pursuant to a written contract establishing the project and/or grant, the duties to be performed, the term of employment and the compensation to be paid. Professional experts are not eligible for vacation, sick leave, holiday pay, or health benefits unless otherwise specified in the written employment contract.

394

4. Authorization

395

396

a. A professional expert may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the professional expert

397

398

399

b. A "Request for Professional Expert Employment" form must be completed and submitted to the Office of Human Resources prior to submission for authorization for employment to the Board of Trustees.

400

5. Special Provisions

401

402

403

404

a. A regular classified employee may not be hired as a professional expert. An adjunct faculty member may be hired as a professional expert provided the duties to be performed _____ as a professional expert meet the definition of "professional ancillary activities (Education Code Section 87482.5) or are not academic duties.

405

406

407

Office of Primary Responsibility: Office of Human Resources

408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424

Date Adopted:
(New board policy not replacing any existing Citrus College policy)

- Approved by** Academic Senate
- CSEA.....
- ASCC
- Management Team
- Supervisor/Confidential
- Steering.....
- Board of Trustees.....

*Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by **shading**.*

425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462

Proposed Citrus Community College District Policy

**Human Resources
DRAFT as of 03/16/11**

BP 7200 CLASSIFICATION OF ACADEMIC EMPLOYEES

Reference: Education Code Section 87604

The Superintendent/President, through the Office of Human Resources, shall ensure that each academic employee is employed as a contract employee, regular employee, or temporary employee.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:

- | | |
|--------------------|-------------------------------|
| Approved by | Academic Senate |
| | CSEA..... |
| | ASCC |
| | Management Team |
| | Supervisor/Confidential |
| | Steering |
| | Board of Trustees..... |

Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by shading.

Distributed to constituent groups May 25, 2011
Responses due by June 10, 2011
****No response received**

463

Proposed Citrus Community College District Policy	

464

Human Resources
DRAFT as of 05/06/11

465

466

467

BP 7302 Short-Term and Substitute Employees

468

469

Reference: Education Code Section 88003

470

471

The Board of Trustees authorizes the employment of short-term and substitute employees consistent with the applicable provisions of the Education Code.

472

473

The Office of Human Resources shall establish administrative procedures to assure that the requirements of state law and regulations are met regarding the hiring of short-term and substitute employees.

474

475

476

477

478

Office of Primary Responsibility: Office of Human Resources

479

480

481

482

483

Date Adopted:
(New board policy not replacing any existing Citrus College policy)

484

485

486

- Approved by**
- Academic Senate
 - CSEA.....
 - ASCC
 - Management Team
 - Supervisor/Confidential
 - Steering
 - Board of Trustees.....

487

488

489

490

491

492

493

494

Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by shading.

495

496

497

498

Proposed Citrus Community College District Policy

**Human Resources
DRAFT as of 04/08/11**

500

501

502

BP 7303 Professional Experts

503

504

Reference: Education Code Section 88003

505

506

507

The Board of Trustees authorizes the employment of professional experts to perform services for which minimum qualifications have not been established by the Board of Governors, and consistent with the applicable provisions of the Education Code.

508

509

510

511

The Office of Human Resources shall establish administrative procedures to assure that the requirements of state law and regulations regarding the hiring of professional experts are met.

512

513

514

515

516

517

Office of Primary Responsibility: Office of Human Resources

518

519

520

Date Adopted:
(New board policy not replacing any existing Citrus College policy)

521

522

523

- Approved by** Academic Senate
- CSEA.....
- ASCC
- Management Team
- Supervisor/Confidential
- Steering
- Board of Trustees.....

524

525

526

527

528

529

530

*Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by **shading**.*

531

532

533

534

535

536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570

Proposed Citrus Community College District Policy

**Human Resources
DRAFT as of 05/25/11**

**BP 7305 DISCIPLINE:
Classified Staff (Bargaining Unit Employees)**

References: Education Code Section 88013, 88016

The District shall maintain a procedure for the discipline of classified bargaining unit employees. The current procedure is set forth in the collective bargaining agreement between the District and the California School Employees Association, Chapter 101.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:

Approved by Academic Senate
CSEA.....
ASCC
Management Team
Supervisor/Confidential
Steering
Board of Trustees.....

Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by shading.

Distributed to constituent groups May 31, 2011, for information only

571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617

AP 7201 RECRUITMENT AND SELECTION OF FULL-TIME FACULTY

References:

Education Code Sections 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53021-53024;
ACCJC Accreditation Standard III.A

❖ From current Citrus College Regulation R-4105 titled Employment and Promotion

Recruitment, Application and Selection

~~The objective in recruitment shall be to obtain the best possible certificated personnel. In employing personnel, the Board of Trustees desires to consider only the best qualified persons.~~

- ~~1. All applications shall be made to the Personnel Office.~~
- ~~2. Terms and conditions of employment shall be clearly defined and made available to applicants at the time of employment.~~
- ~~3. The Instructors Handbook and/or the Policy Book of the Citrus Community College District contains all policies, rules and regulations concerning school personnel and shall be available to all personnel at the beginning of the school year.~~
- ~~4. When a position is to be filled, the administration may give consideration to personnel currently under contract in the school district, provided the professional training, experience, recommendations, ability, and other characteristics are equal to or better than qualifications of other applicants.~~
- ~~5. Positions shall be filled pursuant to the following procedures.

Vacancy announcements shall clearly set forth a description of the qualifications for the position, including the duties and salary range.~~
- ~~6. Selection of personnel to be recommended for employment shall be based upon an evaluation of a written application, professional references and personal interview.~~
- ~~7. A screening committee will review all applications for a position and will recommend a selected number of qualified applicants to be interviewed.~~
- ~~8. The interview committee shall consist of not less than three.~~

- 618 9. ~~Final selection of a candidate shall be made from the best qualified regardless of race,~~
619 ~~religion, national origin, sex, age, physical handicap or medical condition.~~
- 620
- 621 10. ~~Each qualified certificated person who applies for a position shall be notified in writing of~~
622 ~~his/her acceptance or rejection for the position.~~
- 623
- 624 11. ~~The first two contract (probationary) years are considered a part of the selection~~
625 ~~process, in that permanent selection is not made until the end of the second year of~~
626 ~~service.~~

627

628

629 ❖ **From current Citrus College Regulation R-4107 titled Hiring Procedures for Full-Time**
630 **Faculty**

631

632 These hiring recruitment and selection procedures have been developed to include the
633 thoughtful participation of faculty and management. The procedures cover the ~~hiring~~
634 recruitment and selection process from the point of identifying the faculty positions to be
635 filled, to the presentation of candidates to the Superintendent/President for
636 recommendation to the Board of Trustees.

637

638 1. Identifying Full-Time Faculty Positions

639

640 The Faculty Needs Identification Committee (FNIC) shall be composed of the
641 Superintendent/President Vice President of Academic Affairs, the Vice President of
642 Student Services, two one instructional administrator, ~~one Vice President of Student~~
643 ~~Services~~, and three faculty members. The three faculty members are appointed by
644 the Academic Senate President with approval of the Academic Senate Council. It is
645 the intent that both vocational and academic areas be represented by faculty.

646

647 By early October, the ~~Faculty Needs Identification Committee~~ FNIC shall meet and
648 establish a list of criteria that will be used to determine the order of faculty positions
649 on the Faculty Hiring Priority List. Examples of such possible criteria are retirement
650 and resignations, non-availability of part-time instructors in a subject area, no full-time
651 instructors in a subject area, a low full-time/part-time ratio in a subject area,
652 matriculation needs, response to legislation, and response to community needs.

653

654 By mid-October, the Vice President of ~~Instruction~~ Academic Affairs and the Vice
655 President of Student Services shall send a notice to each Dean and each
656 ~~Department Chair (or head of department), if applicable~~, that lists the criteria and asks
657 that each department's request for staffing for the following year be submitted by early
658 November. **A copy of the notice shall be provided to the Academic Senate**
659 **President.**

660

661 **In the development of a department's request for staffing, the Dean of the**
662 **department shall hold a department meeting with the department faculty for the**
663 **purpose of ensuring that the faculty have input into the staffing request.**

664

665 The ~~Faculty Needs Identification Committee~~ FNIC shall meet soon after the requests
666 are received and, after reviewing all requests for staffing, establish the final list of
667 criteria that will be used to determine the order of faculty positions on the Faculty

668 Hiring Priority List. These criteria may change from year-to-year. If any of these final
669 criteria were not on the list distributed in October to all heads of departments, a notice
670 listing the additional criteria will be sent to all heads of departments and each one
671 department will be allowed several days to appropriately amend his/her request for
672 staff, if necessary.

673
674 Based on the final list of criteria, the Faculty Needs Identification Committee FNIC
675 shall consider all requests for staffing and then establish the Faculty Hiring Priority
676 List.

677
678 The order of faculty positions on the previous year's Faculty Hiring Priority List shall
679 not be a consideration during this process. By the end of November, the Faculty
680 Hiring Priority List should be completed. The committee will submit the priority list on
681 the Board agenda for consideration by the Board of Trustees. forward the completed
682 list to the Superintendent/President for his/her review and input.

683
684 By the first Board meeting in December, the Board of Trustees should decide the
685 number of faculty positions to be filled. opened. The specific positions to be filled will
686 be based on the Faculty Hiring Priority List (in ranked order) as established by FNIC.
687 Once the Board of Trustees determines the number of new positions for hiring, the
688 Faculty Hiring Priority List will recommend what positions will be opened, starting at
689 the top of the list and counting down. Once this decision has been made, copies of
690 the Faculty Hiring Priority List and the final list of criteria shall be distributed to all
691 heads of departments, the appropriate administrators (including the Vice President of
692 Human Resources), and the Academic Senate President.

693
694 Faculty, administrators, and the Board of Trustees shall make every effort to comply
695 with the time line of the above process in order to allow the advertising period of each
696 new position to be approximately two months, and still ensure, whenever possible,
697 that the hiring process is completed during the academic year. Ample time for
698 recruitment and applicant response will help to obtain a larger and more diverse pool
699 of applicants and better enable Citrus College to improve diversity among faculty.

700
701 In the event of retirements, resignations, or reassignments that occur after the Faculty
702 Hiring Priority List has been established, the Faculty Needs Identification Committee
703 FNIC will reconvene. **FNIC will provide an opportunity for the department having**
704 **the retirement, resignation or reassignment to submit information supporting a**
705 **request for hiring a faculty member from the effected department.** The chairman
706 of the department having the retirement, resignation, or reassignment will be given the
707 opportunity to justify the need for hiring a new faculty member for the same
708 department. The committee will then decide whether or not to place that faculty
709 position on the Faculty Hiring Priority List for that year. If it is decided to place the
710 position on the priority list, the faculty position will be inserted where it is deemed
711 appropriate, based on the previously established criteria. The revised Faculty Hiring
712 Priority List will be submitted to the Board of Trustees on the agenda for
713 consideration. If the Board approves filling an additional position(s), copies of the
714 revised priority list will be sent to all department heads, the appropriate administrators,
715 and the Academic Senate President. The Faculty Needs Identification Committee
716 FNIC would then recommend to the Board of Trustees that the next position on the
717 Faculty Hiring Priority List be filled.

718
719 Several part-time instructors or a one-semester temporary full-time instructor, with
720 approval of the Superintendent/President, may need to be hired when special
721 circumstances prevent hiring recruitment and selection of a full-time faculty member
722 for a position identified by the above process. Examples where this may occur
723 include retirements, resignations, or reassignments that are announced late in the
724 academic year or positions where the applicant pool is insufficient and there is not
725 enough time to re-advertise the position.

726
727 2. The Job Announcement Posting and Recruitment
728

729 ~~Based on the Faculty Hiring Priority List and the number of positions authorized by the~~
730 ~~Board of Trustees to be filled, the Vice President of Human Resources shall initiate~~
731 ~~the first draft of the job announcement and send it to the appropriate Vice President~~
732 ~~and Department Chair. The Vice President and the Department Chair (with input from~~
733 ~~the department), shall review and revise the draft. The revised draft will be returned to~~
734 ~~the Vice President of Human Resources. If the proposed changes are appropriate, the~~
735 ~~revised draft will be reviewed by the Diversity Officer for further input to correct those~~
736 ~~items which might adversely impact applicants from underrepresented groups. The~~
737 ~~final version of the job announcement must be approved by the Department Chair, the~~
738 ~~appropriate Vice President, and the Diversity Officer. Job announcements shall~~
739 ~~clearly state the knowledge, skills, and abilities required to perform the essential~~
740 ~~functions of the position.~~

741
742 For all positions open for recruitment, the Director of Human Resources, the
743 appropriate Vice President, and the appropriate Dean, **after receiving faculty input**
744 **from the appropriated department, shall mutually develop a clear and complete job**
745 **posting and provide recommendations as to appropriate places to advertise for**
746 **the recruitment.**
747

748 The recruitment process, including all advertisement shall be done in accordance with
749 Administrative Procedure 7100 - Equal Employment Opportunity.
750

751 All application packets shall be received through the Applicant Tracking System.
752

753 ~~Along with the first draft of the job announcement, the Vice President of Human~~
754 ~~Resources shall send a memo to the Department Chair seeking input from the~~
755 ~~department regarding recruitment ideas unique to the position being advertised (for~~
756 ~~example, advertising in a journal specializing in that subject area).~~
757

758 The closing date on the job announcement posting should generally be at least six to
759 eight weeks from the date that advertising will begin in order to allow ample time for
760 recruitment and applicant response, but should still allow the hiring recruitment and
761 selection process to be completed during the academic year. ~~Before the screening~~
762 ~~process begins, the composition of the applicant pool shall be assessed to ensure~~
763 ~~that members of historically underrepresented groups are not adversely impacted. If~~
764 ~~this is not the case, the Diversity Officer shall take effective steps to address the~~
765 ~~adverse impact before the screening process has begun. Such steps may include, but~~
766 ~~are not limited to, extending the deadline date and undertaking additional and broader~~
767 ~~recruitment efforts. In special circumstances (**such as the reopening of a position**),~~

768 it may be necessary to advertise the position for less than six to eight weeks, with the
769 approval of the appropriate Vice President, ~~the Department Chair (if applicable), and~~
770 the Director of Human Resources, and the Diversity Officer. **[we talked about**
771 **including the chair of the committee in this last sentence; however, at this point**
772 **in the recruitment process, a chair has not yet been selected.]**

773
774 The Director of Human Resources, or designee, shall review all application packets,
775 and shall screen out of the applicant pool those application packets that are
776 incomplete or where the applicant does not meet established minimum qualifications.
777

778 Members of ~~t~~The District's Human Resources Advisory/Staff Diversity Committee may
779 consult with the ~~Vice President~~ Director of Human Resources and make
780 recommendations regarding the job announcement posting and recruitment for faculty
781 positions. This committee will serve as the avenue through which any faculty member
782 may channel suggestions or concerns regarding the recruiting process and job
783 announcements postings (appearance, college information, readability,
784 standardization of application requirements, etc.).
785

786 3. The Hiring Panel Selection Committee

787
788 The ~~hiring~~ recruitment and selection process shall focus on ensuring that Citrus
789 College ~~will select~~ instructors who can teach and who are experts in the subject
790 matter of their curriculum; and counselors, librarians, and other instructional and
791 student services faculty who can foster community college effectiveness and who are
792 experts in the subject matter of their specialty. Accordingly, persons involved with the
793 screening or interviewing of job applicants shall be selected based on these goals.
794 Additionally, all selection ~~panels~~ committees shall include members of
795 underrepresented groups whenever possible.
796

797 The ~~Hiring Panel~~ Selection Committee shall be composed of the ~~Department Chair~~
798 ~~and two other~~ three faculty members (tenured, whenever possible), two administrators
799 (~~one appropriate Vice President and one other appropriate administrator to be chosen~~
800 ~~from the list of those positions designated as having retreat rights~~), and a Equal
801 Employment Opportunity Representative (non-voting). ~~The~~ **An Equal Employment**
802 **Opportunity Representative** will be a faculty member, whenever possible. ~~The two~~
803 ~~other~~ **three** faculty members shall be selected (by ballot) by the department where the
804 position exists. The department may decide to select faculty members from other
805 departments. This practice is especially encouraged if it will allow for the inclusion of
806 one panel member from an underrepresented group. Selecting faculty members from
807 other departments is also encouraged when the primary responsibility of the new
808 faculty member (such as librarian or college nurse) will not be direct instruction or
809 counseling. In the event the department does not have a sufficient number of faculty
810 with expertise in the discipline, one of the faculty members may be invited from
811 another college or university, as determined by the department. ~~The Hiring Panel~~
812 Selection Committee members will decide whether the visiting faculty member will be
813 a voting or non-voting member.
814

815 A faculty member may be appointed by the department and an appropriate
816 administrator may be appointed by the Vice President as alternates in the interview
817 process.

818
819 Members of the Hiring Panel Selection Committee shall have appropriate training in
820 diversity sensitivity. Before the hiring recruitment and selection process may proceed
821 to the screening level, the Diversity Officer must confirm that all members of the Hiring
822 Panel Selection Committee have received this training. ~~The Diversity Officer must~~
823 ~~also confirm that the Hiring Panel has at least one member from an underrepresented~~
824 ~~group or state in writing why this expectation is unreasonable. Without these~~
825 ~~confirmations, the hiring process may not continue.~~ The members of the Selection
826 Committee shall include a diverse membership when possible, and no one who has
827 provided an applicant with a written letter of recommendation shall be permitted to
828 serve on the Selection Committee.

829
830 The selection process shall comply with Administrative Procedure 7100 - Equal
831 Employment Opportunity.

832 833 4.A. Paper Screening Applicant Screening

834
835
836 ~~The appropriate Vice President and the appropriate Department Chair~~ The
837 Human Resources Office shall arrange the date and time for the Hiring Panel
838 Selection Committee to begin the paper applicant screening process. The paper
839 screening should occur as soon as possible after the closing date (or first
840 consideration date) of the position and will only include completed application
841 packets as determined by the ~~Vice President~~ Director of Human Resources. If
842 ~~the initial pool of applicants does not contain a sufficient number of~~
843 ~~underrepresented candidates (as determined by the Chancellor's Office~~
844 ~~demographic statistics for the Citrus College geographical area), the screening~~
845 ~~process shall continue only if the Diversity Officer verifies that all reasonable~~
846 ~~efforts were made to recruit a large diverse pool of applicants and that the pool~~
847 ~~had realistic potential to include applicants from underrepresented groups. If that~~
848 ~~verification cannot be made by reviewing where the position was advertised, the~~
849 ~~position will be re-advertised.~~

850
851 Prior to the paper screening the Hiring Panel shall:

852
853 Before the members of the Selection Committee begin to screen applicants, the
854 members of the Selection Committee, meeting as a whole, shall:

- 855
856
- 857 • discuss and sign statements of confidentiality;
 - 858 • discuss duties of a chair, then select a chair;
 - 859 • discuss the hiring recruitment and selection procedures of the District,
860 including the role of the Equal Employment Opportunity Representative;
 - 861 • ~~discuss the underrepresented balance of the applicant pool;~~
 - 862 • receive instructions regarding the equivalency process;
 - 863 • ~~list~~ develop criteria, based on the job announcement posting, to be used for
864 screening
865 applications, ~~including minimum qualifications.~~

866 Once these preliminary procedures have been completed, the ~~Hiring Panel~~
867 Selection Committee will review all applications, ~~verify minimum qualifications,~~
868 and select those applicants for an interview who best meet the qualifications
869 listed on the job ~~announcement~~ posting as determined by the panel's ~~paper~~
870 screening criteria. ~~including the Diversity Officer's verification that the screening~~
871 ~~process did not adversely impact the remaining pool of applicants. Evidence of~~
872 ~~professional qualifications, training, educational background and experiences, or~~
873 ~~other qualities which enhance a faculty member's effectiveness with students~~
874 ~~may be included in the paper screening criteria if it has been included on the job~~
875 ~~announcement.~~

876
877 The panel shall agree on the number of affirmative votes needed to retain an
878 applicant for further consideration. In no instance will a candidate be advanced
879 to the next level without the endorsement of the majority of the panel. ~~The panel~~
880 ~~may agree to use a preliminary telephone interview to further screen candidates~~
881 ~~to be invited for personal interview. Telephone interviews will be conducted in~~
882 ~~the presence of the entire panel.~~

883
884 ~~If underrepresented candidates remaining in the pool have been adversely~~
885 ~~impacted, the Diversity Officer may request that the panel reconsider its~~
886 ~~evaluation criteria. The Hiring Panel may decide to re-advertise the position if~~
887 ~~the pool of applicants is deemed too small or in some other way inadequate.~~

888
889 Before the ~~Hiring Panel~~ Selection Committee adjourns, the following items must
890 also be completed:

- 891
892
- 893 • develop questions to be asked during the interview and decide if any
894 questions will be shared with the applicant prior to the interview;
 - 895 • decide on the details of any other interview requirements, such as a teaching
896 demonstration and its topic(s) (to be shared with candidates prior to the
897 interview), a writing sample and/or
 - 898 • other skills demonstration(s) related to the subject area.

899 5.B. Equivalency

900
901 Any applicant selected for interview that does not meet the stated minimum
902 qualifications, but is claiming equivalency, shall have his/her application packet
903 referred to an appropriate equivalency panel for approval before the candidate is
904 invited to an interview. Denial of equivalency disqualifies that candidate from the
905 interview process.
906

6.C. Interviewing Interviews

~~Before the Hiring Panel begins the interview process, the Equal Employment Opportunity Representative will review the remaining steps in the hiring procedure.~~

After the paper screening, the Hiring Panel Selection Committee shall conduct interviews of the candidates selected. Each candidate shall be apprised in advance if any performance requirements are to be part of the interviewing process. At the option of the Hiring Panel Selection Committee, each candidate may be given a list of all or some of the interview questions (questions to be returned to the panel) prior to meeting with the Hiring Panel Selection Committee. During the interviews, all candidates shall be asked the same job-related questions by the panel Selection Committee. Individual panel Selection Committee members must be present for each interview and demonstration in order to participate in the evaluation of the candidates. Absences shall disqualify the panel Selection Committee member from continued participation. The panel Selection Committee members will decide how long to wait for a member who is late. Alternates not needed will be excused prior to the evaluation discussion of the candidates. Alternates will be reminded of their obligation of confidentiality.

At the conclusion of all interviews, a brief discussion and a poll will determine which candidates will remain under consideration. The Equal Employment Opportunity Representative will give each panel Selection Committee member a list of the candidates. Candidates receiving at least one affirmative vote will remain under consideration. Candidates receiving all negative votes will no longer be considered. If the percentage of underrepresented candidates remaining in the pool has been adversely impacted, the Equal Employment Opportunity Representative in consultation with the Director of Human Resources may request that the panel Selection Committee reconsider its evaluation criteria.

When all panel Selection Committee members have had an opportunity to express their thoughts regarding the strengths and weaknesses of each remaining candidate, a second poll will be taken on the remaining candidates.

The Equal Employment Opportunity Representative will inform the panel Selection Committee members which of the candidates received four or more affirmative responses. Should more **than** three or candidates receive at least four affirmative votes (or a majority with a panel Selection Committee of less **fewer** than five), this group of candidates will continue to be considered. If less than three of the candidates interviewed receive the required four affirmative votes, the Selection Committee may request the Vice President Director of Human Resources, or designated representative, and the Equal Employment Opportunity Representative to approach recommend to the Superintendent/President to accept fewer than three finalists. Otherwise, the process will be abandoned and the position re-advertised.

A discussion will be held in an attempt to reach consensus in designating three finalists to be sent to the Superintendent/President for a final interview. If three finalists do not emerge from the discussion, the ~~panel~~ Selection Committee members will cast a Borda vote (three points will be given for each Selection Committee member's first choice, two points for each member's second choice, and one point for each member's third choice) on all active candidates. Each ~~panel~~ Selection Committee member will vote for up to three candidates. The Equal Employment Opportunity Representative will tally the results of the Borda vote and inform the ~~panel~~ Selection Committee of the candidates with the highest number of votes. At no time will the Equal Employment Opportunity Representative indicate to the ~~panel~~ Selection Committee a ranking of the candidates. Only the finalists' names in alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/President and final interviews will be arranged. Along with the finalists' names, each ~~panel~~ Selection Committee member ~~may~~ **shall** submit to the ~~Vice President~~ Director of Human Resources through the Equal Employment Opportunity Representative his/her evaluation of the strengths and weaknesses of each of the finalists to be forwarded to the Superintendent/President. These evaluations will be written before the ~~panel~~ Selection Committee adjourns. The Equal Employment Opportunity Representative should advise ~~panel~~ Selection Committee members that the strengths and weaknesses forms should reflect only strengths and weaknesses, and be based solely on job-related criteria. The Equal Employment Opportunity Representative will consult with the Diversity Officer to review the strengths and weaknesses to see that they comply with equal opportunity employment guidelines prior to their submission to the Superintendent/President.

75. Final Selection

The final interviews shall be conducted by the Superintendent/President in the presence of the Chairperson of the ~~Hiring Panel~~ Selection Committee, the appropriate Vice President or designee (provided the Vice President or designee served on the selection committee) and the Equal Employment Opportunity Representative. These final interviews shall be held as soon as possible after the conclusion of the initial interviews.

The Superintendent/President may request reference/background checks on one or more of the finalists before making a final selection. All reference/background checks will be conducted by the ~~Vice President~~ Director of Human Resources, or designee, and the information shared only with the Superintendent/President. Reference/background checks should solicit only job-related information, which may include academic background, professional experience, and personal qualities relative to performance in the faculty position.

If none of the finalists is acceptable to the Superintendent/President for reasons that are shared with the ~~panel~~ Selection Committee, additional finalists may be requested. The ~~Hiring Panel~~ Selection Committee will be reconvened to decide which, if any, additional candidates will be forwarded to the Superintendent/President. If none of the candidates is found to be acceptable by the Superintendent/President, and the

1006 ~~panel~~ Selection Committee declines to send any additional candidate(s), the process
1007 will be abandoned and the position re-advertised.

1008
1009 86. Confidentiality and Integrity of the ~~Hiring~~ Recruitment and Selection Procedure
1010

1011 All persons involved in the ~~hiring~~ recruitment and selection process, from the point of
1012 receipt of applications through Board approval of the recommended candidate, will be
1013 charged with the responsibility of maintaining the highest level of professional ethics
1014 and confidentiality.

1015
1016 Prior to ~~paper~~ screening, the following statement of confidentiality will be signed by
1017 those participating in the ~~hiring~~ recruitment and selection process:

1018
1019 *My signature not only serves to indicate the author of the above notes, but also*
1020 *indicates my agreement to keep confidential all information I have read or*
1021 *heard regarding all of the candidates for this position including information on*
1022 *the application, the candidate's answers to the interview questions, and any*
1023 *and all verbal information during the evaluation discussion of the candidates,*
1024 *including the results of the voting process. I understand that a breach of this*
1025 *confidentiality will result in a letter of reprimand, which will be placed in my*
1026 *personnel file and I will have no future participation in the ~~hiring~~ recruitment*
1027 *and selection process, at the discretion of the Diversity Officer.*
1028

1029 In addition, the Equal Employment Opportunity Representative, at the conclusion of
1030 the final interviews, will remind the Superintendent/President of the importance of
1031 confidentiality.

1032
1033 Written allegations stating violations of these procedures shall be investigated by the
1034 Diversity Officer and the ~~Vice President~~ Director of Human Resources. Allegations
1035 without proven merit shall be dismissed with written notice provided to the members
1036 of the ~~Hiring Panel~~ Selection Committee. Allegations with proven merit shall be
1037 considered cause for abandonment of the process, at the determination of the
1038 Diversity Officer and the ~~Vice President~~ Director of Human Resources.

1039
1040 General concerns and questions from members of the ~~Hiring Panel~~ Selection
1041 Committee should be discussed with the ~~Vice President~~ Director of Human Resources
1042 and/or the Manager of Human Resources/Staff Diversity ~~Diversity Officer~~.

1043
1044 9. ~~Evaluation of Hiring Procedure~~
1045

1046 ~~All stages of the hiring procedure which might adversely impact applicants from~~
1047 ~~underrepresented groups shall be reviewed by the Diversity Officer. The Diversity~~
1048 ~~Officer shall confirm that equal opportunity employment procedures were followed. If~~
1049 ~~the Diversity Officer finds a violation at any stage of the process, sufficient enough to~~
1050 ~~create an adverse impact, it is his/her responsibility to stop the process and suggest~~
1051 ~~solutions which might correct the violation. If the violation cannot be corrected, the~~
1052 ~~Diversity Officer can cause the process to be abandoned and the position to be re-~~
1053 ~~advertised.~~
1054

1055 This hiring procedure is subject to review and revision at the request of the Human
 1056 Resources **Advisory Committee**. ~~sub-committee on faculty hiring procedures which~~
 1057 ~~consists of up to five administrators (which includes the Vice President of Human~~
 1058 ~~Resources) and up to five faculty (which includes the Academic Senate President).~~
 1059 ~~The subcommittee on faculty hiring procedures will develop a confidential evaluation~~
 1060 ~~form to be filled out by each participant (except the applicants) in the hiring process~~
 1061 ~~for new full-time faculty positions. Revised procedures shall be mutually agreed upon~~
 1062 ~~by the Academic Senate and the Board of Trustees.~~

1063
 1064
 1065 Office of Primary Responsibility: Human Resources
 1066
 1067

1068 **Date Adopted:**
 1069 *(New administrative procedure not replacing any existing Citrus College regulation)*

1071	Approved by	HR Advisory/Staff Diversity Committee.....	Approved in 2009/2010
1072		Academic Senate	
1073		CCFA.....	
1074		CCAFF	
1075		CSEA.....	11/23/10
1076		ASCC	
1077		Management Team	12/01/10
1078		Supervisor/Confidential	
1079		Steering	
1080		Board of Trustees.....	

1081
 1082 *Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes*
 1083 *to language indicated by **shading**.*

1084
 1085
 1086 11/18/10: Distributed via email to the leaders of all constituent groups for review and approval.
 1087