

**PALO VERDE COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

7210-0

Permanent Academic Employees: Recruitment and Hiring

Procedures regarding academic employees should be read in conjunction with the appropriate collective bargaining agreement. In the event there is a conflict between these procedures and the language in the collective bargaining agreement, the agreement shall prevail.

Reference: Education Code Sections 70902, 87100 et seq., 87400 et seq., 87600 et seq.; Title 5 Section 51025

Recruitment methods (advertising vacancies, internet postings, etc.)

As soon as a vacancy occurs or is anticipated, announcements will be distributed to the appropriate placement offices and agencies, including other institutions and/or school systems, regional newspapers, internally and on the college website. All permanent academic vacancies will be advertised in the Chronicle of Higher Education and the California Community College Registry. Each instructional service area will provide Human Resources with a list of job-lines and newspapers critical to recruitment.

Composition of Screening Committees

A Screening Committee composed of, at minimum:

1. the Vice President of Instructional Services or Student Services (chair)
2. at least two (2) faculty members, one selected by the Academic Senate, the other the appropriate division chair or designee.
3. one (1) representative of the Classified Staff
4. one (1) representative of the Classified Management/Confidential Staff
5. one (1) student selected by the Associated Student Government

The committee may, at its discretion, include a community member who may be selected or appointed from an appropriate advisory committee and other appropriate supervisory or department personnel.

The Human Resources Manager will distribute these procedures and the District's Equal Employment Opportunity statement to members of the Screening and Interviewing Committees along with other criteria and guidelines established by the Board of Trustees for the selection of Academic Employees.

Selection Procedures:
Application Reviews

The Screening Committee will examine all applications in terms of criteria established by the Superintendent/President in conjunction with the Board of Trustees and determine a list of interview candidates. The College reserves the right to re-advertise or to delay filling a position indefinitely, if it is deemed that the applicants for a position do not constitute an adequate applicant pool.

Interview Procedures

Whenever possible, all final candidates will be interviewed on the basis of a uniform interview format by the same personnel. The Screening/Interview Committee may choose to conduct telephone interviews prior to on-campus interviews. The Screening/Interview Committee will meet prior to the interview schedule to establish common questions and a uniform time allotment for each interview, in order that all candidates will be interviewed on a consistent basis. At a minimum, the interview process of teaching faculty shall include a skills demonstration by the prospective faculty member.

Recommendations

The Screening/Interview Committee or Human Resource Manager will complete applicant background checks and reference checks.

The appropriate Vice President shall receive recommendations for a minimum of two final candidates.

The appropriate Vice President will recommend a final candidate or candidates to the Superintendent/President.

The Superintendent/President will interview the candidates and submit his/her recommendations.

Board of Trustees

The Board of Trustees will (a) approve employment, (b) request additional recommendations from the Superintendent/President, as necessary, or (c) take other action as they may deem appropriate.

Employment Offers

The Human Resources Manager or Screening Committee Chairperson shall make the offer of employment verbally, to be followed by a formal, written offer from the Superintendent/President.

Pre-Employment Requirements

1. Fingerprint Requirements: All new employees of the District must be fingerprinted by a local law enforcement agency prior to start of employment. The District shall reimburse the employee for any fee involved. (See also BP 7337 - Fingerprinting)
2. Chest X-Ray or Tuberculin Test: All new employees must present evident of a negative chest x-ray or intradermal tuberculin test within two (2) weeks of employment. Periodic x-rays or skin tests shall be required thereafter.

3. Loyalty Oath: All employees of the District must sign an Oath of Allegiance to the United States and the State of California.
4. Photograph: After employment, the employee shall submit a recent photograph for inclusion in her/her personnel file. Picture identification may be sufficient.
5. Social Security Number: All new employees must register their social security number with the Office of Administrative Services at the time of employment.
6. Income Tax Withholding Form: Employees must complete a W-4 form at the time of employment.
7. Driver's License or State Identification Card.:

Certain other medical examinations may be required pursuant to BP/AP 7330 - Communicable Disease, and BP/AP 7335 - Health Examinations.

Additional forms and information will be offered and/or requested to facilitate employee benefits and services, and orientation.

AP 7210-0 is CCLC AP 7210

See Administrative Procedures 7210-1 through 7210-4

See also BP/AP 7120 - Recruitment and Selection

See also BP/AP 3420 - Equal Employment Opportunity

See also BP/AP 7360 - Discipline and Dismissals - Academic Employees

(Formerly a part of PVC Board Policy 4140)

9/7/10 College Council Approval
10/26/10 Board Information Item
07/26/11 Board Information Item