

LOS ANGELES COMMUNITY COLLEGES  
**BOARD RULES, CHAPTER X, ARTICLE III**  
**SELECTION POLICIES**

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**10301. SELECTION AND ASSIGNMENT OF FACULTY.**

It is the policy of the District to employ faculty members who are expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness. Those individuals must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, as well as the disabilities of the populations the colleges serve, and they should generally reflect that diversity themselves. In addition, they must be well prepared to respond to the educational needs of all the special populations served by the District's colleges.

Selection and assignment of faculty shall be based on job-related factors which include qualifications and capabilities. The use of any degree of personal, political, or social influence to secure selection or assignment to a faculty position, or the urging of any consideration other than fitness for the work as a ground for selection or assignment is unprofessional conduct and is strictly forbidden.

**10302. EVALUATION OF ELIGIBILITY FOR EMPLOYMENT OF FACULTY.**

Faculty shall be employed on the basis of competitive evaluation conducted under the general oversight of the Division of Human Resources and the president where the position to be filled exists. The process of evaluating individuals for eligibility for employment as faculty members shall be in accordance with hiring procedures that meet the standards and requirements set forth in Board Rule 10304, applicable provisions of the Education Code, Title 5 of the California Administrative Code, and relevant Human Resources Guides adopted under these Board Rules.

**10303. FACULTY RECRUITMENT PROCEDURES.**

The Division of Human Resources shall develop and maintain District recruitment procedures for soliciting a diverse group of applicants for all faculty positions as a resource for faculty searches. The Division shall also assist the colleges in making effective use of the recruitment procedures whenever the colleges seek to fill a faculty position.

**10304. FACULTY HIRING.**

The Board and the faculty, represented by the Academic Senate, share the responsibility for developing and implementing policies and procedures governing the hiring process. This policy, developed and agreed to jointly by representatives of the Board of Trustees and the District Academic Senate, shall govern the selection of faculty at the colleges within the District. For the purposes of this policy, the term "President" means the President of a college or his or her designees, and the term "Academic Senate" means the college Academic Senate.

The Board has the primary legal and public responsibility for ensuring an effective hiring process. As reflected in State law, faculty have an inherent professional responsibility in the development and maintenance of the quality of the District's and colleges' educational programs and services. For that reason, significant and meaningful faculty participation in the hiring process is essential, and it is the Board's expectation that faculty recommendations regarding the qualifications, experience, and desirability of candidates for faculty positions will normally be accepted. Nevertheless, the President shall exercise formal decision-making authority in the hiring process, and all recommendations regarding faculty hiring shall be advisory to the President. No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

- A. the minimum qualifications for that assignment specified by the Board of Governors of the California Community Colleges (the State Minimum Qualifications); or
- B. qualifications that are at least equivalent to the relevant State Minimum Qualifications;

- C. qualifications set by statute or regulation; and
- D. in addition to other minimum qualifications specified in sections A, B and C, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current valid certificate to work or a license to practice in California. Such requirements shall be adopted whenever the instructor's possession of such a certificate or license is required for program or course approval by the Chancellor's Office of the California Community Colleges or an external approving/accrediting agency or when current occupational certification is essential for effective instruction, as determined by mutual agreement between the Board of Trustees and District Academic Senate.

The colleges shall conduct faculty hiring in a way that takes into account the District's equal employment opportunity obligations, its goal to employ a diverse faculty, and its commitment to affirmatively recruit individuals from groups that are historically under-represented among the faculty at a college or within a discipline. Search committee participants shall complete appropriate training in diversity and equal employment opportunity principles pursuant to LACCD's Equal Employment Opportunity (EEO) Plan.

### **10304.1 Probationary (Contract) Faculty Hiring.**

#### 1.0 Position Identification and Prioritization

The need to consider filling a faculty position can arise under many circumstances as determined by the college. To provide a means by which those needs will be addressed at a college, the President working in collaboration with the Academic Senate shall develop college procedures specifying how proposals to fill contract faculty positions at the college will be prepared, the criteria that will be used to evaluate the proposals, and the process by which proposals will be reviewed and approved. The procedures adopted by each college should be designed and

implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well before the beginning of the academic term during which the new contract faculty member will begin work.

2.0 College Procedures for Hiring Probationary (Contract) Faculty

The President and Academic Senate at each college shall develop mutually acceptable written procedures governing the search and selection process for contract faculty that comply with the following minimum requirements and any relevant Human Resources Guides adopted under this Board Rule:

2.1 The procedures shall incorporate provisions that ensure that the responsibility for recruiting and selecting well-qualified faculty is a joint responsibility of the faculty and the administration. The procedures shall also require all those involved in the hiring process to adhere to the following fundamental criteria when reviewing application materials, conducting interviews, or otherwise evaluating candidates:

- A. the extent to which the candidate has command of, or brings expertise in, the discipline or subject area in which he or she will be employed;
- B. the candidate's demonstrated ability as, or potential to become, a skilled teacher, counselor, librarian or other support professional; and
- C. the degree to which the candidate will contribute, directly and indirectly, to the diversity of the college, division, and

discipline in which he or she will be employed.

- 2.2 Under the college procedures, the first step in initiating a search shall be the formation of a search committee composed of at least three members, a majority of whom shall be faculty members in the discipline (or, if the Academic Senate deems it appropriate, closely related disciplines) of the position to be filled, and a non-voting equal employment opportunity representative.
- 2.3 Working with the members of the discipline, the search committee shall prepare a job announcement to be used in announcing the job opening for approval by the President. The job announcement shall describe minimum and desirable requirements:
  - A. the duties and responsibilities the contract faculty member will be expected to assume;
  - B. the minimum qualifications for the position established by the Board of Governors of the California Community Colleges (the "State Minimum Qualifications");
  - C. The CCR Title 5 requirement of demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds, as well as the disabilities of the special populations the college serves;
  - D. the knowledge, skill and ability a successful candidate should possess;
  - E. The committee may suggest desirable qualifications; however, the desirable qualifications should never include the MQ's from another discipline.

The recruitment period should be a minimum of six weeks.

- 2.4 The procedures in each location's policy shall identify decision points at-which the overall size and diversity of the applicant pool will be reviewed to determine if they are satisfactory. Following such a review, if the President, or their designee determines that the size or diversity of the applicant pool of candidates who responded to the college's job announcement is not satisfactory, the procedures shall require an extension of the recruitment period. In that event, the procedures shall also require the search committee to initiate additional recruitment efforts.
- 2.5 To be considered as a candidate for a faculty position, all applicants must submit a cover letter summarizing the candidate's qualifications for the position along with a completed application for employment on a form specified by the District; unofficial *transcript(s) from an accredited institution*; verification of employment; the names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and any other relevant information as specified in the job announcement.
- 2.6 The procedures shall identify the manner in which the search committee will review application materials and invite candidates to meet with the committee for an interview. The interview process may include other skills/teaching demonstrations.

The invited candidates will be those who, as determined by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most

closely match the desirable characteristics specified in the announcement for the position. Meeting the State Minimum Qualifications will not guarantee an interview.

- 2.7 Under the college's procedures, the search committee shall be charged with recommending finalists to the President. The minimum number of candidates the search committee is expected to recommend as finalists and the manner in which those finalists will be reviewed and considered shall be set forth in the procedures. The procedures shall include reference checks before a finalist is selected for hire.
- 2.8 The Communication with candidates should occur in a timely and professional manner. This responsibility rests primarily with the President, or his or her designee.
- 2.9 An offer of employment cannot be extended to a candidate until the candidate has been deemed to meet the State Minimum Qualifications by the Vice Chancellor of Human Resources, or their designee, and the request to appoint the recommended candidate is approved by the Chancellor or, their designee, or, if appropriate, by the Board.

**10304.2 Temporary Faculty Hiring: Long Term Substitutes and Limited Status Faculty.**

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for long term substitutes and limited status faculty that comply with the minimum standards set forth in Section 2.0 of Board Rule 10304 regarding Faculty Hiring (and any relevant Human Resources Guides adopted under those sections), with the exception that the recruitment period for long term substitute and limited status faculty positions may be fewer than six weeks, but no fewer than three weeks.

**10304.3 Temporary Faculty Hiring: Hourly Rate Faculty.**

The President and Academic Senate at each college shall develop written procedures governing the search and selection process for hourly rate faculty. The procedures should be designed and implemented in a way that will permit a thorough and deliberate search to be completed, and a hiring decision to be made, well in advance of the starting date of the hourly rate assignment for which the faculty member is being employed. However, that early recruitment and selection of hourly rate faculty is occasionally impractical because of such unforeseen circumstances including but may not be limited to the need to meet the unanticipated demand for a discipline or a specific course or the inability of the faculty to teach his or her course(s) due to illness. To account for these situations, the procedures need to provide appropriate flexibility to those involved in the hiring process so that they are able to identify and hire hourly rate faculty in a timely manner.

**10304.4 Acknowledgements.**

Nothing in this rule shall be construed as impinging upon the due process rights of faculty, or as detracting from any negotiated agreement between the faculty's collective bargaining representative and the Board of Trustees.

**10304.5 Amendments and Revisions.**

- 1.0 The Board shall consult with the District Academic Senate before adopting any amendment to or revision of this Board Rule, and in acting on any proposed amendment or revision, the Board shall rely primarily on the advice of the Academic Senate.
- 2.0 The Chancellor or their designee shall work with the Academic Senate in developing any Human Resources Guides or similar administrative regulations implementing this Board Rule. The

Chancellor or his or her designee shall also consult with representatives of the District Academic Senate before amending or revising any such Human Resources Guide or administrative regulation.

**10305. THE EQUIVALENCE POLICY FOR FACULTY QUALIFICATIONS.**

No one may be hired as a probationary, long-term substitute, limited status, or hourly rate faculty member unless he or she possesses:

- A. The State Minimum qualifications for that assignment specified by the Board of Governors of the California Community Colleges; or
- B. Qualifications which the Academic Senate has determined are equivalent to the relevant State Minimum Qualifications (MQ's); and
- C. Individuals who have completed college or university course work at an institution in a country other than the United States. A complete evaluation of foreign transcripts and degrees is required.

It is the expectation of the Board that faculty members will establish their qualifications by demonstrating possession of the exact degree or experience specified in State MQ's, and that only rarely will candidates need to establish their qualifications through the equivalence process.

The Chancellor, in consultation with the District Academic Senate, will establish procedures under which current and prospective faculty members may seek a determination that they possess qualifications that are equivalent to the relevant State MQ's. A determination reached through the procedures shall be deemed to be a determination of the Board unless, on appeal, the Board itself chooses to review the decision and, after receiving written recommendations from the District Academic Senate (DAS) and the Chancellor, render a decision on the matter itself. If, for compelling reasons, the Board's decision is

contrary to the DAS recommendation, the Board will provide a written explanation to the DAS.

**10306. FILLING VACANCIES WITH EXISTING EMPLOYEES.**

The District may fill any vacant position by the transfer of existing faculty, consistent with the Education Code and any negotiated agreement between the collective bargaining representative and the Board of Trustees, at any point in the hiring process prior to the issuance of a job offer to the candidate.

**10307. SELECTION OF ACADEMIC ADMINISTRATORS.**

Each College and the Educational Services Center shall develop written procedures in accordance with the applicable provisions of the Education Code, Title 5 of the California Administrative Code, the relevant Human Resources Guides and under these Board Rules governing the selection of academic administrators. Search committee participants shall complete appropriate training in diversity and equal employment opportunity and affirmative action principles pursuant to LACCD's EEO Plan. Selection of employees to fill academic administrative positions at a college or the Educational Services Center shall be made in accordance with those procedures once they have been reviewed by the Division of Human Resources and certified as meeting the State Minimum requirements.

**10308. SELECTION OF COLLEGE PRESIDENT.**

Each College President shall be selected by procedures in accordance with the applicable provisions of the Education Code, Title 5 of the California Administrative Code, the relevant Human Resources Guides as indicated in this Rule. Search committee participants shall complete appropriate training in diversity and equal employment opportunity and affirmative action principles pursuant to LACCD's EEO Plan. The Board of Trustees may modify these procedures for a particular presidential selection by Action of the Board.

#### A. Initiating Action

1. In order to initiate a presidential selection, the Board of Trustees shall pass an action directing the Chancellor to begin the selection process pursuant to this Rule and any modifications as approved by the Board. The action shall indicate when the committee shall be formed and when the process is expected to be completed.
2. The Chancellor, or their designee, will promptly initiate, and supervise through its conclusion, a nationwide search for the College President.
3. In instances where an Interim President was appointed, the person who served in that capacity shall be eligible to apply for the regular appointment, absent any written announcement that the interim appointee would be ineligible to apply for the regular position.

#### B. Recruitment

1. The Chancellor or their designee, in consultation with the Board, who may seek input from the Presidential Search Committee of the applicable college ("the College"), community representatives, and other parties as deemed appropriate, will develop an announcement that, at a minimum, describes the position and the criteria to be used in selecting a successful candidate (including minimum qualifications as well as desirable skills, attributes and other personal and professional characteristics).
2. With the goal of creating a strong and diverse pool of candidates, the Board of Trustees and the Chancellor will develop a recruitment and advertising plan, which may include the retention of search consultants to assist with recruitment efforts and other appropriate aspects of the selection process. If a search consultant is to be retained, one recommendation will be forwarded to the Board for its final approval.

### C. Committee

1. No later than the deadline indicated in the Board Action, the Chancellor will convene a Presidential Search Committee. The committee will be composed of the following voting members:
  - a. A college president recommended by the Chancellor and ratified by the Board, shall serve as the chairperson;
  - b. Four faculty members from the applicable College, two of whom are appointed by the College Academic Senate and two of whom are appointed by the AFT College Faculty Guild;
  - c. Two classified employees from the College, one of whom is appointed by the AFT College Staff Guild and one of whom is appointed by an election process by the non-AFT classified employees at the College;
  - d. One student from the College selected by the Associated Student Body Organization President;
  - e. Other representative(s) as may be required by collective bargaining agreement(s);
  - f. Up to two academic administrators from the College appointed by the exclusive representative of the Academic Administrators' Unit;
  - g. At least one unrepresented administrator appointed by the Chancellor; and
  - h. Two community representatives recommended by the Chancellor and selected by the Board.
2. Appropriate staffing for the process will be provided, which shall include but not be limited to an EEO representative as a non-voting member of the committee.
3. Every member of the Presidential Search Committee shall maintain strict confidentiality throughout the presidential selection process.

4. Configuration of the Presidential Search Committee may be reexamined in the event changes occur pursuant to subsection C(1)(e), above.

#### D. Committee Process

1. At the first meeting of the Presidential Search Committee (or as soon thereafter as feasible) the Board President and the Chancellor, or their designees, will meet with the Committee to give the Committee its charge and review their expectations about the search process and its goals.
2. The Presidential Search Committee, as requested by the Chancellor, will review the application materials of all eligible candidates who apply or are nominated for the position. The Chancellor may recommend the extension of the search process to the Board. From the candidate pool, the Committee will interview not less than six candidates who most closely meet the qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.
3. At the conclusion of all interviews, the Presidential Search Committee will recommend at least three unranked candidates as semifinalists to the Chancellor.

#### E. Semifinal Process

1. The Chancellor shall review the applications of the semifinalists to determine which semifinalists to interview.
2. The Chancellor may consider additional information from background and reference checks.
3. After conducting interviews and other reviews as the Chancellor deems necessary, the Chancellor shall forward the name(s) of a finalist or finalists for the position of College President to the Board of Trustees for consideration.

#### F. Final Process

1. The Chancellor shall provide information from background and reference checks to the Board of Trustees.

2. The Chancellor may designate a small group composed of persons deemed to be appropriate, to visit the institutions at which the finalists currently work for the purpose of inquiring further into their background and experience.
3. The Chancellor shall advise the Board of the names of the candidates recommended by the Presidential Search Committee as semifinalists, as well as the semifinalists interviewed by the Chancellor, and shall make his or her recommendation regarding which candidate is best suited for the position.
4. In conjunction with the Chancellor, the Board will interview the finalist(s) for the position of College President forwarded by the Chancellor.
5. The Board may conduct further background checks or interviews as it deems appropriate. The Board may terminate the process at any time. The Board may elect not to hire any candidate.
6. The Board of Trustees will vote on the employment contract for the finalist selected to be employed as College President.

**10309. SELECTION OF THE DISTRICT CHANCELLOR.**

The District Chancellor shall be selected by procedures in accordance with the applicable provisions of the Education Code, Title 5 of the California Administrative Code, the relevant Human Resources Guides and as indicated in this Rule. Search committee participants shall complete appropriate training in diversity and equal employment opportunity and affirmative action principles pursuant to LACCD's EEO Plan. The Board of Trustees reserves the right to modify these procedures for a specific Chancellor selection by Action of the Board.

**A. Initiating Action**

1. When so directed by Board Action, the Chancellor/Interim Chancellor shall assign the Vice Chancellor of Human Resources, or their designee, to promptly initiate, and supervise through its conclusion, a nationwide search for a

Chancellor. The action shall indicate when the committee shall be formed and when the process is expected to be completed.

2. In instances where an Interim Chancellor was appointed, the person who served in that capacity shall be eligible to apply for the regular appointment, absent any written announcement that the interim appointee would be ineligible to apply for the regular position.

#### B. Recruitment

1. The Vice Chancellor of Human Resources, or their designee, in consultation with the Board, who may seek input from the Chancellor Search Committee, community representatives, and other parties as deemed appropriate will develop an announcement that, at a minimum, describes the position and the criteria to be used in selecting a successful candidate (including minimum qualifications as well as desirable skills, attributes and other personal and professional characteristics).
2. With the goal of creating a strong and diverse pool of candidates, the Board of Trustees/Vice Chancellor of Human Resources, or their designee, will develop a recruitment and advertising plan, which may include the retention of search consultants to assist with recruitment efforts and other appropriate aspects of the selection process. If a search consultant is to be retained, one recommendation will be forwarded to the Board of Trustees, for its' final approval.

#### C. Committee

1. No later than the deadline indicated in the Board Action, a Chancellor Search Committee will be convened. The committee will be composed of the following voting members:
  - a. A college president recommended by Vice Chancellor of Human Resources and ratified by the Board; shall serve as chairperson;

- b. Four faculty members, two of whom are appointed by the College Academic Senate and two of whom are appointed by the AFT Faculty Guild;
  - c. Two classified employees, one of whom is appointed by the AFT Staff Guild and one of whom is appointed through an election process by the non-AFT classified employees;
  - d. The Student Trustee or designee;
  - e. Other representative(s) as may be required by collective bargaining agreement(s);
  - f. Up to two academic administrators appointed by the exclusive representative of the Academic Administrators' Unit;
  - g. At least one unrepresented administrator appointed by the Vice Chancellor of Human Resources;
  - h. Two community representatives recommended by the Vice Chancellor of Human Resources and ratified by the Board;
2. Appropriate staffing for the process will be provided, which shall include but not be limited to an EEO representative as a non-voting member of the committee.
  3. Every member of the Chancellor Search Committee shall maintain strict confidentiality throughout the selection process.
  4. Configuration of the Chancellor Search Committee may be reexamined in the event changes should occur pursuant to subsection C(1)(e), above.

#### D. Committee Process

1. At the first meeting of the Chancellor Search Committee (or as soon thereafter as feasible) the Board President, or their designee, and the Vice Chancellor of Human Resources, will meet with the Committee to give the

Committee its charge and review their expectations about the search process and its goals.

2. The Chancellor Search Committee will review the application materials of all eligible candidates who apply or are nominated for the position. The College President appointed to the committee as its chairperson may recommend the extension of the search process to the Board. From the candidate pool, the Committee will interview not less than six candidates who most closely meet the qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.
3. At the conclusion of all interviews, the Chancellor Search Committee will recommend at least three unranked candidates as semifinalists to the Board of Trustees.

#### E. Semifinal Process

1. The Board of Trustees shall review the applications of the semifinalists to determine which semifinalists to interview.
2. The Board of Trustees may consider additional information from background and reference checks.
3. After conducting interviews and other reviews as deemed necessary, the Board of Trustees will determine which of the candidates will be interviewed as part of the final selection process or the Board of Trustees determine no additional interviews are required and skip to item F(3.) below.

#### F. Final Process

1. The Chancellor Search Consultant shall provide information from background and reference checks to the Board of Trustees.
2. The Board of Trustees may designate a small group composed of persons, deemed to be appropriate, to visit the institutions at which the finalists currently work for the purpose of inquiring further into their background and experience.

3. The Board may terminate the process at any time. The Board may elect not to hire any candidate.
4. The Board of Trustees will vote on the employment contract for the finalist selected to be employed as Chancellor.

Amended 03-08-17