

The background of the cover is a photograph of a college campus during autumn. In the foreground, there is a large green lawn. Several trees with bright yellow and orange leaves are scattered across the lawn. In the background, a large building with a green roof is visible, surrounded by more trees, some of which are evergreens. The sky is a clear, bright blue. A dark brown rectangular box is overlaid on the top half of the image, containing the title text. Another orange rectangular box is overlaid on the bottom right corner, containing the approval dates.

Lassen Community College Selection and Hiring Manual

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Table of Contents

Equal Opportunity Employer Policy Statement.....	3
Hiring Philosophy	4
HIRING PROCEDURES FOR ALL PERMANENT/PROBATIONARY POSITIONS	5
1. Vacancies/New Positions.....	5
2. Screening/Selection Committees	6
3. Posting of an Open Position.....	10
4. Receipt of Applications.....	11
5. Hiring Steps	11
A. Required Steps.....	11
1. Screening.....	11
2. Personal Interviews	12
3. Reference Verification	13
4. Final Interviews.....	13
5. Employment Offers.....	13
B. Optional Steps.....	13
Notification	14
Review and Revision	14
Appendix A: Summary of Steps	15
Appendix B: Part-time Faculty Hiring Procedures	17
Appendix C: Special Hiring Situations.....	18

Equal Opportunity Employer Policy Statement

The Lassen Community College District is committed to the concept and principles of equal employment opportunity in education and employment for all persons and to prohibit discrimination based on ethnic group identification, race, sex, color, religion, age, national origin, ancestry, sexual orientation, gender, disability, marital status or veteran status, medical condition, immigration status, gender identity and expression, and genetic information or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District believes that in order to effectively address and comply with federal and state mandates and guidelines on equal employment opportunity, the Board of Trustees, administration, faculty, and classified staff must recognize that equal employment opportunity is a shared responsibility and all must be held accountable for application and enforcement of the plan within their area of authority. It is through combined efforts that Lassen Community College will achieve fairness and equity consistent with the approved Equal Employment Opportunity Plan. The District will ensure that the recruitment, screening, selection, hiring and promotional processes are in accordance with principles of equal employment opportunity.

Hiring Philosophy

The Lassen Community College District is committed to providing full and fair opportunity for all qualified individuals to compete for hiring and promotion, and to enjoy the benefits of employment with the District. Through cooperative participation, the Governing Board shares responsibility with the District administration, all employees and students for ensuring equal employment opportunity procedures are an integral part of all recruitment and hiring processes.

The District shall actively recruit from both within and outside the District work force to attract qualified applicants. This shall include outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all new full-time and part-time openings in all job categories and classifications, including, but not limited to faculty, classified employees, categorically-funded positions, and all administrative positions. Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry.

At any point in any recruitment and hiring process, the Superintendent/President may request a report from the Director of Human Resources summarizing the steps taken to adhere to the District's Equal Employment Opportunity Plan and Board Policies and Procedures.

In the event any portion of this procedure directly conflicts with a contract negotiated and entered into between the District and a recognized employee bargaining unit, such portions of the negotiated contract shall take precedence over this procedure, providing there is no conflict with new or existing law, in which case the law shall take precedence.

Lassen Community College District Selection and Hiring Manual

This manual is intended to outline streamline processes for selection and hiring in accordance with Policy and Procedure No. 7120, which address the District's recruitment and hiring of all employees other than the Superintendent/President. This document is made available to campus personnel and interested persons online at the Lassen College website. The Governing Board will establish a separate procedure for filling the position of the Superintendent/President (see District Policy and Procedure No. 2431).

HIRING PROCEDURES FOR ALL PERMANENT/PROBATIONARY POSITIONS

Recruitment and hiring for all regular, full-time, and part-time positions (other than the Superintendent /President) consist of the following components, each of which is fully detailed within this procedure:

1. Establishment of an open position and/or a classification
2. Screening/Selection Committees
3. Posting of the open position
4. Receipt of Applications
5. Required and optional hiring steps
6. Final approval

1. Vacancies/New Positions

Lassen College's Strategic Plan drives both annual and long-term planning. Instructional and Non-Instructional outcomes assessments and program reviews drive the annual planning cycle and resource allocation decisions. Resource allocation requesting (including staffing), are first prioritized within the planning process. This is done in program reviews. Staffing requests are then prioritized within each master plan, and master plans are integrated to develop a Comprehensive Institutional Master Plan (CIMP), a process which produces a prioritized list for all budget requests, including staffing. This list is reviewed through the shared governance budget process — including prioritization by the Budget Committee and Consultation Council — and is subject to final approval by Cabinet and the CEO. The Human Resources Planning Committee ensures that staffing priorities identified through this process align with the college's Human Resources Master Plan and strategic goals.

When a funded position is vacant, the need to fill the position is assessed and identified by the area supervisor/administrator. This need is then discussed by the administration at Cabinet to validate the need based upon identified shortfalls in administrative support. Once approved by Cabinet, the position supervisor/area administrator will review the essential duties and qualifications required for the position.

The supervisor/administrator will complete the Position Recruitment Form for documentation of the approval and hiring process, and submit to the Office of Human Resources.

The Office of Human Resources is responsible for maintaining up-to-date job descriptions. When necessary there may be further review of the job description for accuracy, completeness, or revisions.

Prior to opening, if significant changes are proposed or the job description is newly created, the appropriate bargaining unit will be consulted consistent with established standard classification procedures.

2. Screening/Selection Committees

2.1 General Procedures Applicable to All Screening/Selection Committees

Lassen Community College employs a committee screening technique in its hiring practices; therefore, Screening/Selection Committees should contain a broad representation of backgrounds and experience. Members of the Screening/Selection Committee should be chosen on the basis of their understanding of the position with as much expertise as possible in the area in which the vacancy exists. Screening/Selection Committee members may also be individuals who have frequent contact with the position and/or who represent breadth and variety of knowledge.

- A. Upon Cabinet's authorization to proceed with recruitment for an open position, the Office of Human Resources will notify the constituent group leaders of job openings, provide a recruitment schedule and request the names of their committee appointment. Constituent group leaders will notify the Office of Human Resources of their selection within ten (10) working days. During summer or winter breaks, faculty may need additional time to make selections. Groups will forfeit representation if names are not submitted within this timeframe. A Screening/Selection Committee will be established through the procedures fully described in Item 2.3.
- B. The Director of Human Resources, in consultation with the EEO, will review the composition of any Screening/Selection committee with respect to diversity. If a screening/selection committee is not approved for lack of diversity, the EEO should take necessary steps to remedy the lack of diversity by notifying constituent group leaders and requesting replacement selections. The EEO will work with each and every Screening/Selection Committee and will serve as a non-voting Screening/Selection Committee member and technical advisor throughout the selection process. The EEO may also serve as the committee chair. At no time may a meeting of a Screening/Selection committee be held without an Equal Employment Opportunity Representative present.
- C. When possible, every effort will be made, within the limits allowed by federal and state law, to ensure Screening/Selection Committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications.
- D. In order to provide a diverse representation of District personnel on Screening/Selection Committees, Screening/Selection Committee participation should be limited to no more than four (4) committees in a twelve (12) month period whenever practical. This does not apply to Equal Employment Opportunity Representatives, direct supervisors, or administrators of the position being filled.

- E. The Office of Human Resources is responsible for the orientation of the Screening/Selection Committee and the collection and distribution of application documents reviewed by the Selection Committee. Orientation will take place at the Screening/Selection Committee's initial meeting. Each committee member will be required to participate in an orientation conducted by the Office of Human Resources each time he or she is appointed to a Screening/Selection Committee.
- F. Before a person can act on a Screening/Selection Committee, they must receive equal employment opportunity and diversity training. This training will be provided by the Equal Employment Opportunity Coordinator, or a trained representative, at the initial meeting of the Screening/Selection Committee prior to any selection/screening activity. Training shall include information about equal employment hiring procedures, the District's local procedures, and non-discrimination guidelines.
- G. Except where sub-committees are permitted in other sections of this procedure, the Screening/Selection Committee shall meet as a group to undertake each aspect of the employment process outlined. Each Screening/Selection Committee member must be involved in each phase of the screening/selection cycle. If a member is absent for any phase of the screening/selection cycle, that member then forfeits the representation of their specific group and the Screening/Selection Committee continues the process, unless the Superintendent/President finds good cause for the absence.
- H. Employees serving on a Screening/Selection Committee who have a conflict of interest, which may affect the decisions of the committee, must excuse themselves from the committee as early in the process as possible. A conflict of interest as used here is defined in Board Policy 7310 Nepotism. In this case, the representative group will be given an opportunity to fill the vacancy on the Screening/Selection Committee.
- I. No member of a Screening/Selection Committee will show bias towards members of protected groups.
- J. All members of the Screening/Selection Committee are expected to maintain a high level of confidentiality with regard to information obtained during the screening/selection process. Any breach of confidentiality will result in the removal of the committee member and suspension of the recruitment process. There are limited circumstances under which disclosure of confidential information is authorized (to a District-hired investigator, under subpoena, etc.). No discussions regarding the selection process shall take place outside the Screening/Selection Committee meetings. Any unauthorized disclosure of confidential information by a Screening/Selection Committee member may preclude an individual from serving on Screening/Selection Committees in the future.

2.2 Responsibilities Applicable to All Selection Committees

- A. Prior to the release of the position announcement, the Screening/Selection Committee will meet to review the job description and job announcement and establish a list of mutually acceptable criteria and priorities to evaluate the qualifications of candidates for the position. Interview questions shall be established prior to the first consideration date of the position. All Screening materials must be approved by the EEO for compliance with CCR, Title V 53024 and the Districts Equal Employment Opportunity Plan, Policy and Procedures.

- B. The Screening/Selection Committee will identify its chairperson, and an emergency back-up chairperson, at its initial orientation meeting.
- C. The Screening/Selection Committee chairperson is responsible for establishing operating procedures, keeping the Office of Human Resources apprised, including agreed-upon ground rules, and moving the selection process forward in a timely manner. In most cases, the hiring process as described in section 5 should be complete within thirty (30) days of the first consideration date listed on the job announcement.
- D. The entire Screening/Selection Committee shall review the application forms and accompanying documents of all qualified candidates and reach consensus on the pool to be interviewed and forward those names to the Office of Human Resources.
- E. The entire Screening/Selection Committee shall reach consensus on the appropriate interview questions and any optional selection steps that will be utilized in the screening process of all candidates.
- F. For each interview, each Screening/Selection Committee member shall complete the forms provided by the Office of Human Resources. These forms will be included in the recruitment file at the conclusion of the interviewing process.
- G. All written materials regarding the selection and interview process, including forms provided by the Office of Human Resources and separate notes taken by individual selection committee members, must be turned into the Office of Human Resources at the completion of the selection process to become part of the recruitment file.

2.3 Procedures for Establishment of Screening/Selection Committees

A. Administrator Positions

The Superintendent/President, or designated administrator, is responsible for initiating the process in a timely manner. The Screening/Selection Committee composition should consist of, but not restricted to, the following membership:

<u>Educational/Classified Administrator:</u>	<u>Voting Members Appointed By:</u>
1 Administrator	Superintendent/President or designee
1 Classified Manager/Confidential	Manager/Confidential Group
1 Classified	CSEA
1 Faculty	LCFA
1 Faculty	Academic Senate
1 Student	ASB
EEO Representative	Non-Voting

Although the Direct Supervisor does not participate on the committee, he or she may participate in the first meeting to introduce the process and intention for hiring.

Additional members will be non-voting members.

B. Faculty

The responsible or designated administrator shall initiate the process in a timely manner. The Screening/Selection Committee composition should consist of, but not restricted to, the following membership:

<u>Faculty</u>	<u>Voting Members Appointed By:</u>
1 Division Chair of subject area	
1 Classified Manager/Confidential	Manager/Confidential Group
1 Classified	CSEA
2 Faculty	LCFA
2 Faculty	Academic Senate
1 Student	ASB
EEO Representative	Non-Voting

Although an Educational Administrator does not participate on the committee in anticipation of participating in second interviews, he or she may participate in the first meeting to introduce the process and intention for hiring.

Additional members will be non-voting members.

C. Classified Manager/Confidential

The direct or designated supervisor of the vacant position shall be responsible for initiating the process in a timely manner. The Screening/Selection Committee composition should consist of, but not restricted to, the following membership:

<u>Classified Manager/Confidential</u>	<u>Voting Members Appointed By:</u>
Direct Supervisor	
2 Classified Managers/Confidentials	Manager/Confidential Group
1 Classified	CSEA
1 Faculty	LCFA
1 Faculty	Academic Senate
1 Student	ASB
EEO Representative	Non-Voting

Although an Administrator does not participate on the committee in anticipation of participating in second interviews, he or she may participate in the first meeting to introduce the process and intention for hiring.

Additional members will be non-voting members.

D. Classified Employees

The direct supervisor of the vacant position, or designated supervisor, shall be responsible for initiating the process in a timely manner. The Screening/Selection Committee composition should consist of, but not restricted to, the following membership:

Classified	Voting Members Appointed By:
Direct Supervisor	
1 Classified Manager/Confidential	Manager/Confidential Group
2 Classified	CSEA
1 Faculty	LCFA
1 Faculty	Academic Senate
1 Student	ASB
EEO Representative	Non-Voting
Additional members will be non-voting members.	

3. Posting of an Open Position

The Office of Human Resources will prepare a job announcement and will advertise as appropriate, utilizing a wide array of venues that will promote and generate a qualified and diverse pool of applicants, and meet requirements of Title 5. Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry. It is recommended that at least two other job posting sites or services be utilized to ensure a broad distribution of job opening announcements.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For faculty and administrative positions, job requirements shall include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job qualifications, beyond the state minimum qualifications, which the District wishes to utilize shall be reviewed by Human Resources in consultation with the appropriate committee(s) before the position is announced to ensure conformity with the requirements of Title 5 and other state and federal nondiscrimination laws.

The Office of Human Resources may consult with subject matter experts to design the job announcement and participate in the selection process when appropriate.

The length of time a job announcement for each respective employment classification will run is as follows:

- Educational/Classified Administrator Six (6) weeks
- Faculty Six (6) weeks
- Classified Manager Four (4) weeks
- Confidential Four (4) weeks
- Classified Two (2) weeks
- Temporary Open until filled
- Positions will be advertised as open until filled with a stated first review date. If a qualified applicant pool is not obtained at the time of the first review, a second review date will be established.
- Positions that are continuously recruited for (i.e. adjunct faculty) will be advertised as applications will be accepted on a continuous basis.

- Faculty positions will be advertised as far in advance of the actual vacancy as possible. Ideally, faculty positions for a Spring vacancy will be advertised the previous Fall semester; a Fall vacancy will be advertised in the previous Spring semester.

4. Receipt of Applications

The Director of Human Resources, or designee, will receive, collect, and pre-screen all applications and will verify the completeness of all materials prior to the applications being forwarded to the Screening/Selection Committee as a qualified applicant pool. The Human Resources Director, or designee, has the responsibility to take appropriate action to ensure that the applicant pool for all positions is broadly inclusive and affords all groups equal opportunity to obtain information about District openings, pursuant to the Districts Equal Employment Opportunity Plan, Policy and Procedures. Appropriate action may include extending the application period, expansion of the interview pool, halting the process and re-advertising the position, or providing written rationale as to why the hiring process should continue.

A qualified applicant pool is composed of those applicants who satisfy the minimum qualifications set forth in the job description. On the first review date, as set forth in the job announcement, applicants will be forwarded to the Screening/Selection Committee. If the committee and the Equal Employment Opportunity Coordinator (EEOC) determine a suitable candidate pool has not been attained from the first application review, the committee may request a second review date be recognized and any new applications be screened. Additionally, all application materials requested in the job announcement, except the optional Equal Employment Opportunity questionnaire, will be provided to the Screening/Selection Committee for consideration.

5. Hiring Steps

A. Required Steps

1. Screening

Application forms and supporting documents (transcripts, letters of recommendation, etc.) submitted by all candidates within prescribed timelines will be reviewed and assessed by the District Screening/Selection Committee. Any optional steps the Screening/Selection Committee wishes to include in the hiring process must be agreed upon by the entire committee before the commencement of Required Step 2, “Personal Interviews.”

The Screening/Selection Committee will review each candidate’s background as it relates to the position. Only job related criteria specified in the job announcement may be used to evaluate application materials.

Committee members must record rationale for their rankings. All screening or selection techniques, including the procedure for developing interview questions and the selection process as a whole, will be:

- A. Designed to ensure that, for all positions, meaningful consideration is given those applicants who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college students;
 - i. Prior to review by the Screening/Selection Committee, all faculty and educational administrative applications will be reviewed for completeness with minimum qualifications standards according to District procedures.

- ii. Applications who do not meet the Minimum Qualifications will be forwarded for Equivalency review according to District procedures.

B. Based solely on job-related criteria; and

C. Designed to avoid an adverse impact, and monitored by means consistent with this action to detect and address adverse impact which does occur for any monitored groups.

Incomplete applications will not be considered. Applications received after the first review date will be held for committee review provided there is not a suitable candidate pool.

2. Personal Interviews

An individual, personal interview by the entire Screening/Selection Committee will be conducted for applicants who submit a complete application packet by the filing deadline, pass the screening, and who by consensus are agreed upon by the Screening/Selection Committee. The interview may be conducted by telephone, video, or other electronic methods if necessary, as determined by the Director of Human Resources. Some type of job-related demonstration may be required as part of the interview process for some positions.

- A. The Screening/Selection Committee, at the interview process, will use a rating system as determined in their initial meeting. The system will be based on an evaluation of job-related questions and other District Equal Employment Opportunity Coordinator approved evaluation instruments.
- B. All applicants will be asked the same questions. Follow-up questions for the purposes of clarification, which do not deviate from the original intent of the question, may be asked. Screening/Selection Committee members will keep accurate records as needed.
- C. The interview will incorporate criteria to assess cultural awareness, sensitivity, and understanding of diversity.
- D. Evaluation instruments may include teaching demonstrations, evaluations of student work, or other appropriate demonstration of proficiency.
- E. Upon completion of the development of the evaluation criteria, the Equal Employment Opportunity Coordinator and the chair of the Screening/Selection Committee will each sign to ensure that all necessary paperwork is complete in compliance with the Equal Employment Opportunity Plan and Application Screening/Selection Procedures.
- F. The Screening/Selection Committee will have all the application materials at the interview. Each voting member of the Screening/Selection Committee shall evaluate the candidate's responses independently and score the candidate accordingly. All notes and recruitment materials will be retained by the Office of Human Resources for inclusion in the recruitment file.
- G. The Screening/Selection Committee will rank all applicants. The committee will discuss rankings and the applicant's suitability for the position. The committee will identify up to three (3) candidates to be advanced for a final interview.
- H. The Screening/Selection Committee Chair will report the recommendations of the committee to the area administrator.

- I. The Committee Chair will certify the screening process.

3. Reference Verification

Verification of transcripts and other application documents will be made at any step of the hiring process deemed appropriate by the Screening/Selection Committee. A suggested list of reference check questions is available from the Office of Human Resources.

4. Final Interviews

Final interviews will be conducted by the area administrator, as designated by the Superintendent/President, and direct supervisor as necessary. A final candidate will be forwarded to the Superintendent/President as appropriate.

5. Employment Offers

Based on all information and evaluation criteria, the area administrator or direct supervisor will make a hiring recommendation to the Superintendent/President, from the candidates forwarded by the Screening/Selection Committee.

If the recommendation is approved, final reference checks will be performed by the Office of Human Resources and/or hiring manager before extending an offer of employment. The area administrator or designee will be responsible for notifying the successful candidate. Final approval of employment for all positions rests with the Governing Board.

- a. If a final candidate is not selected, the recruitment search may be reopened.
- b. In the event that the successful candidate terminates employment within three months of the hire, the position may be offered to one of the other finalists in lieu of reopening the search.
- c. The successful candidate must submit a certificate of freedom from tuberculosis as well as pass a criminal background check.
- d. All new employees will complete a new employee hiring packet provided by the Office of Human Resources.

B. Optional Steps

In addition to the five (5) required steps in the selection process, the Screening/Selection Committee, may, by mutual consent, agree to use one or more of the following optional steps in the hiring process. If one or more optional steps are agreed upon, they must apply to all candidates selected for an interview. It must be determined that any optional procedure will not have a disparate impact upon any protected group.

1. District Tour - The candidate may be given a tour by a Lassen Community College staff member not serving on the Screening/Selection Committee. Lassen Community College staff serving as tour guides shall do so voluntarily and follow a prescribed format agreed upon by the Screening/Selection Committee.

2. Written Activity - A written activity may be designed by the Screening/Selection Committee, which would demonstrate the candidate's expertise in areas related to the position for which he/she is applying.

3. Live/Video/Audio or Other Presentation - The candidate may be requested to provide a presentation to demonstrate his/her teaching skills, instructional styles, or professional proficiency related to the faculty position for which he/she is applying.

4. Other Options - The Screening/Selection Committee may design and mutually agree upon another job-related activities, demonstrations, or open forums

Notification

1. The Office of Human Resources will be responsible for notifying all candidates during the recruitment process. This includes scheduling all interviews and notification to successful and unsuccessful candidates in a timely manner.
2. The Office of Human Resources prepares the Board agenda item for the formal Board action.

Review and Revision

This Applicant Screening and Hiring Manual is subject to review by the Academic Senate per Board Policy 7120 and by Consultation Council provided adequate time for review is provided for all constituent groups. Any and all changes to the document will be reviewed by consultation council before it replaces the previously agreed upon language.

Appendix A: Summary of Steps

1. Recruitment Authorization & Posting

- a. The Office of Human Resources (HR) receives the approved Position Recruitment Authorization and opens the requisition in the applicant system.
- b. HR releases the job announcement and posts per college requirements (e.g., internal/lateral windows, CCC Registry/PeopleAdmin, and approved external channels as applicable).

2. Establish the Screening/Selection Committee

- a. Constituent groups have ten (10) working days to recommend committee members; additional time may be necessary for faculty during winter and summer breaks.
- b. HR provides EEO/confidentiality guidance and required forms/training to all committee members.
- c. A Committee Chair is designated.

3. Pre-Close Committee Meeting (Required before first review/close date)

The committee must meet prior to the posting close/first review date to:

- a. Review the position description and discuss specific needs of the position.
- b. Establish predetermined screening criteria and tools, including:
 - i. Application screening matrix/rubric (minimum qualifications & preferred)
 - ii. Structured interview questions (including any teaching/skills demo prompts)
 - iii. Other written or performance assessments, if applicable
- c. The Committee Chair ensures the committee is prepared for first review.

4. Application Intake & Prescreening

- a. HR receives application materials and conducts minimum-qualification prescreening for completeness and basic eligibility.

5. Committee Screening & Selection for Interview

- a. The Screening/Selection Committee evaluates qualified applicants using the predetermined criteria and tools.
- b. The committee decides the interview pool and documents results in the screening matrix/rubric.

6. Interview Logistics & Conduct

- a. HR arranges interviews (scheduling, room/Zoom setup, demo/assessment logistics) and coordinates candidate communications.
- b. All selected candidates are interviewed using the standardized questions and any approved demos/assessments.

7. Recommendation of Finalists

- a. The Screening/Selection Committee forwards up to three (3) finalists to the responsible administrator for final interviews, with a brief rationale summary.

8. Final Interviews & Reference Checks

- a. Final interviews are conducted by the area administrator (as designated by the Superintendent/President) and the direct supervisor, as needed.
- b. HR or Hiring Manager conducts reference checks on the finalist(s) prior to any offer.

9. Offer Process & Notifications

- a. With approval from the Superintendent/President, the area administrator/direct supervisor may extend a verbal, contingent offer.
- b. HR issues the written offer letter and coordinates pre-employment/conditional requirements.
- c. After hiring is finalized, HR notifies all unsuccessful candidates, including any final-round candidates.

10. Records, Compliance & Close-Out

HR retains all recruitment artifacts (screening matrices/rubrics, interview materials, reference notes, confidentiality/EEO forms) per records-retention and compliance requirements.

Appendix B: Part-time Faculty Hiring Procedures

1. At least once each semester, anticipated new part-time teaching positions will be advertised. Applications for part-time teaching positions may be submitted at any time to the Office of Human Resources.
2. The applications will be forwarded to the Minimum Qualification/Equivalency Committee chair for minimum qualification and/or equivalency review according to the approved policy and procedures. All applicants meeting minimum qualifications will be placed in the Part-Time Faculty Applicant Pool.
3. The Division Chairs or Dean of Academic Services will recommend a part time faculty position to be hired from the Part-Time Faculty Applicant Pool. The Office of Human Resources will be notified when a position will be offered and will complete the employment processes prior to the part-time faculty applicant being placed in the schedule.
4. Coaching positions will undergo a screening/interview process similar to the procedures for hiring permanent positions. Coach committees will be comprised of a coach and a faculty member appointed by the Academic Senate, the Athletic Director, and an educational administrator or representative from Academic Services. By consensus, the Committee will agree upon candidates to invite to an interview. The Committee will present up to three candidates for selection by the President or Dean of Academic Services.
5. Full-time temporary positions will undergo a screening/interview process similar to the procedures for hiring permanent positions. Committees for full-time temporary positions will be comprised of a division chair and a faculty member from the discipline appointed by the Academic Senate, and an educational administrator from the Academic Services. By consensus, the Committee will agree upon candidates to invite to an interview. The Committee will present up to three candidates for selection by the President or Dean of Academic Services.

CCR, Title 5, Section 53021 “Recruitment for part-time faculty positions may be conducted separately for each new opening or by annually establishing a pool of eligible candidates, but in either case full and open recruitment is required consistent with this section.”

Appendix C: Special Hiring Situations

- A. Emergency hiring may be conducted when time factors, special issues, or business necessity warrant immediate appointments as determined by the Superintendent /President.
 - 1. Emergency hiring may be conducted to fill a short-term “classified” position for no more than sixty (60) days to allow for full and open recruitment.
 - 2. Emergency hiring may be conducted to fill a part-time teaching assignment for up to one semester.
 - 3. Interim appointments for administrative and managerial assignments may be made for up to one year to fill a vacancy or a new position. When a regular faculty member is appointed to an interim assignment, procedures in Section 7 of the LCFA contract will apply.

- B. In-house or promotion only hiring
 - 4. In-house hiring is permitted when it has been determined that no new position has been created according to Title V regulations.
 - 5. Whenever in-house or promotion only hiring is permitted by law, all qualified internal candidates will be given an opportunity to apply. Qualified internal candidates are regular employees.
 - 6. Procedures for classified in-house hiring are in the classified union contract.