

FACULTY: EMPLOYMENT OF CONTRACT

AP No. 7217

Board Reviewed: 5/84, 5/91; 12/12/12; 11/12/14; 5/13/15

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- I. Employment of faculty shall be in compliance with Board of Trustees policies relating to Title V, Title IX, AB 1725, and other legal requirements. All applicants shall be treated identically whether they are current employees or off-campus applicants.
- II. The following procedure shall be followed:
 - A. Open faculty positions shall be reviewed and approved for announcement of the vacancy after budget verification from the Vice President of Finance and Business.
 - B. Recruitment shall be in accord with applicable state laws. Applications shall be screened for qualifications by the Office of Human Resources. The Director of Human Resources shall be responsible for analysis of job applicants to determine whether the group is significantly underrepresented. If the applicant pool demonstrates significant underrepresentation of monitored groups, the District shall implement additional measures as described in Title V, § 53006.
 - C. The Division Dean, together with a minimum of three Rio Hondo faculty members selected by the Division faculty, shall constitute the Division Selection Committee. Two of the three faculty members should teach in the discipline, assuming there are two or more. The Division Selection Committee, may, at its discretion, add additional committee members, such as external experts or classified staff. The Committee shall elect a chair, evaluate the applications, identify those to be interviewed, interview candidates, and provide a written recommendation. The Committee shall make a reasonable effort to forward at least three candidates but no more than five that, in its judgment, are qualified for the position and worthy of recommendations.
 - D. The Division Dean shall provide the written recommendation(s) of the Division Selection Committee to the Vice President of the applicable area.
 - E. The Vice President of the applicable area, along with the Division Dean and the Committee Chair (if applicable), shall interview the recommended applicants and forward the best qualified candidate(s) from the name(s) recommended by the Committee to the Superintendent / President for interview.
 - F. The final evaluation and recommendation to employ shall rest with the Superintendent/ President of the College. Should none of the candidates forwarded by the Division Selection Committee be recommended for employment, the Superintendent / President will communicate to the Division Selection Committee Chair his / her justification.
 - G. Notification of selection shall be from the Office of Human Resources.
- III. Criteria for selecting personnel for certificated positions shall include the following:
 - A. Possession of the appropriate California community college instructor credential prior to employment by Rio Hondo Community College District, or

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- B. Academic background: A Master’s degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable, as specified below:
 - 1. Possession of a Master’s degree from an accredited institution in the discipline of assignment, or
 - 2. Possession of a Master’s degree from an accredited institution in a discipline reasonably related to assignment and possession of a Bachelor’s degree from an accredited institution in the discipline of assignment.
 - 3. For faculty in disciplines where a Master’s degree is not generally expected or available, either of the following:
 - a) Possession of a Bachelor’s degree from an accredited institution in a discipline reasonably related to assignment, plus two years of professional experience, plus appropriate certification to practice or licensure if available; or,
 - b) Possession of an Associate degree from an accredited institution in a discipline reasonably related to the faculty member’s assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.
- C. “Equivalency” to either academic or vocational requirements shall be determined in accordance with BP 7211 (replaces CP 5165 BP 7210).
- D. Individual departments may add information on educational requirements placing emphasis on a specific area.
- E. Other departmental interests may be shown under “Desirable Qualifications.” These are limited to job-related factors.
- F. All applicants selected for hire must show a sensitivity to an understanding of the national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veterans status of community college students.

IV. SOURCE / REFERENCE:

Title 5, §53022