

# Faculty Hiring Manual

Prepared jointly by the District Academic Senate and  
Los Rios Community College District  
Approved by the Board of Trustees on March 20, 2019

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Hiring Manual for LRCCD Faculty

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The Hiring Manual for LRCCD Faculty is updated at least every three years by the Los Rios Community College District. This version was published in March 2019.

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## 3. Recruitment

### A. Development of Job Posting

- 1) When the initiating department and the office of the Vice President of Instruction develop the job posting, attention shall be given to ensure that the posting is written from an equity-minded perspective and that faculty diversity is reflected as a priority. The Institute on Equity in Faculty Hiring at Community Colleges Toolkit<sup>12</sup> provides resources on how to conduct an analysis of job announcements from an equity perspective.
- 2) If desired, the department shall identify supplemental questions that can be provided to candidates after HR pre-screens the applicants and before the screening committee begins reviewing the applications. Asking the questions at this point would mean only qualified applicants complete the written supplemental questions. This added step may delay the release of the applicant pool to the college.

- 3) The department shall identify a listing of recommended advertising sources and outreach to promote a diverse candidate pool.
- 4) The department shall identify if the optional two letters of recommendation are required.
- 5) The job description shall not include department chair responsibilities as described in the Los Rios College Federation of Teachers (LRCFT) Collective Bargaining Agreement.<sup>13</sup>
- 6) The department shall ensure the job posting reflects equity-minded, inclusive and culturally sensitive language. The department may consult with the college equity officer for assistance on this.
- 7) The college administration shall forward to HR the details of the proposed faculty assignment/job posting and the proposed qualifications via PeopleAdmin.
- 8) HR shall review the job posting for clarity of proposed assignment, appropriateness of education requirements, accreditation, collective bargaining, retirement system, and equity implications. Suggested edits are returned to the college for review and approval by the department chair and the appropriate administrator.
- 9) The final job posting shall be approved by the department chairs and appropriate administrator before it is formally posted and distributed by HR. If there are subsequent changes, both the department chair and appropriate administrator must approve the change(s).
- 10) Pursuant to the LRCFT Collective Bargaining Agreement,<sup>14</sup> the position may be announced in District for transfer requests as follows:
  - a) Preliminary Stage: There shall be three preliminary steps in the voluntary transfer process.
    - i) As part of the college process for requesting a new full-time faculty position, full-time faculty within the department will reach consensus as to whether to review voluntary transfers. The department chair and appropriate administrator shall define faculty consensus. If a department does not have any full-time faculty or a new faculty position is without a designated department, the dean, in consultation with the Academic Senate President, will determine whether to review voluntary transfers.
    - ii) If voluntary transfer applicants are to be considered, HR shall inform full-time faculty members via e-mail regarding the voluntary transfer deadline date. The District voluntary transfer deadline date shall be no later than three weeks earlier than the general application deadline date.
    - iii) Voluntary transfer applicants must submit to HR a Request for Faculty Transfer form (P-671), an application used for general hiring, a resume and/or a letter of interest no later than the voluntary transfer deadline date. HR shall forward all voluntary transfer applications to the college requesting the position prior to the general application deadline date.

## **B. Distribution of Announcement**

- 1) Full-time, tenure-track faculty positions will typically be advertised for at least forty calendar days, with a minimum of 30 calendar days.
- 2) Job postings will be posted on the District's website in accordance with board policies and regulations.
- 3) To ensure that members of historically underrepresented groups are notified of available positions, the District may:

- a) Consult with originating department and managers on suggested advertising sources to ensure an inclusive and diverse candidate pool.
  - b) Share with known college affinity groups.
  - c) Advertise in journals and newspapers with focused audiences as well as in newspapers having wide general circulation.
  - d) Participate in industry-related community outreach events and employment job fairs.
  - e) Utilize webinars and social media outlets.
  - f) Contact members of historically underrepresented groups seeking work in education.
  - g) Use professional registries, job boards, and data banks, specifically those whose listings include historically underrepresented group members.
  - h) Consult with local underrepresented groups' organizations and agencies regarding recruiting efforts.
- 4) The District shall be identified as an Equal Opportunity Employer.

### C. Professional Recruitment

- 1) Faculty and managers are encouraged to use their own professional and affinity group networks and associations to advertise open positions and recruit prospective applicants.
- 2) Faculty and managers are especially encouraged to seek out qualified members of historically underrepresented groups and encourage them to apply for open positions.
- 3) When the department chairs request that a job posting be advertised in discipline specific publications, lists, websites, etc., Administrative Assistants will enter this information in PeopleAdmin when submitting job postings to HR.

<sup>12</sup> Center for Urban Education, 2017, Institute on Equity in Faculty Hiring at Community Colleges Toolkit. Los Angeles, CA: Rossier

School of Education, University of Southern California.

<sup>13</sup> Los Rios College Federation of Teachers (LRCFT) Collective Bargaining Agreement, section 2.2.4.3

<sup>14</sup> Los Rios College Federation of Teachers (LRCFT) Collective Bargaining Agreement, section 5.3.1.1

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