



**AP 7120.4 Recruitment and Selection of Full-Time, Tenure Track  
Faculty**

References: Education Code Section 70901.2, 70901(b)(7), 87100 et seq., 87400 et seq.,  
87419.1, 87600 et seq.;  
Title 5 Section 53000 et. seq., 51023.5, 51025.

Approved: May 2025

Last Revised:

Last Reviewed:

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**I. Position Authorization**

- a. Following the opening of a position that has been approved by the President’s Leadership Team on behalf of the Butte-Glenn Community College District Board of Trustees, a search for candidates will be conducted in accordance with existing federal, state and district rules, regulations, personnel procedures, and board policies. The position announcement will articulate the District’s commitment to equal employment opportunity and encourage an applicant pool of diverse individuals dedicated to equity and inclusion.

**II. Development of Faculty Hiring Committee**

- a. In constituting all committees, faculty and administrators have the responsibility to include individuals who are knowledgeable about, and dedicated to, fulfilling the District’s mission and values. One of the District’s core values is a commitment to equity, inclusion, and anti-racism, so to help foster a more inclusive hiring process, these committees should include individuals from diverse backgrounds, all of whom share a commitment to equity, inclusion, and anti-racism. This commitment is tied to and reinforced in the required Equal Employment Opportunity (EEO) training.
- b. Composition of committee: The department chair and the appropriate area dean or director will recommend a committee chair to serve in this facilitating role. Since the chair serves a neutral role and works in conjunction with the EEO representative to ensure the hiring process is followed, this individual must be chosen from outside the discipline and will be a non-voting member. The committee chair will undergo EEO training within the previous two years and chair orientation or training. The Faculty Hiring Committee will consist of:
  - i. The Faculty Screening Committee (FSC) is responsible for developing the job announcement and screening criteria, screening applications, and conducting any preliminary applicant screenings (such as a teleconference screening) to determine the interview pool, pending evaluation of adverse impact by human resources. Each of these processes (other than the applicant screening itself) may be conducted as either face-to-face or remote meetings in which all FSC members are present. In addition, individual members may be permitted to participate remotely in face-to-face meetings, if approved by the committee chair. As

non-voting members, the committee chair and the EEO representative will not screen applications or vote to determine the outcome of any applicant screenings.

- ii. The First Interview Committee (FIC) is responsible for developing interview questions and a teaching demonstration (or other activity for non-instructional positions), interviewing applicants, coordinating a campus tour for second interview candidates, and electing three voting members to serve on the Second Interview Committee (SIC) and participate in the final selection of the hire. The EEO representative from the FIC will also serve as the EEO representative for the SIC. FIC members participating in in-person interviews must be physically present. It is strongly encouraged that the two committees consist of the same members or at least have members in common.

c. Requirements:

- i. A trained EEO representative will be selected from outside the instructional/student services area of the respective dean or director, with the approval of the EEO officer (Executive Director of Human Resources) or designee. The EEO representative will have undergone training within the last two years, will serve as a non-voting member, and cannot also serve as the chair of the committee.
- ii. A minimum of three full-time faculty members will serve on both the FSC and the FIC and will constitute voting members. Associate faculty members not applying for the position may also participate on the committee as additional voting members. In their efforts to encourage diverse representation, department chairs and deans are encouraged to recommend classified staff, faculty from outside of the discipline, or subject matter experts where appropriate to serve on the committee as voting members.
- iii. The dean or director will recommend the committee makeup to the respective vice president who will make the final determination regarding committee size and membership with consideration given to diverse representation. The EEO officer or designee will then evaluate the committee makeup for diversity and discuss necessary changes with the committee chair and respective dean or director and vice president. This recommendation will be based upon the criteria stated above in this section.
- iv. All phases of the hiring procedure are confidential. Each hiring committee member will accept the responsibility for maintaining confidentiality and will be required to sign a Disclosure and Confidentiality Statement prior to committee involvement. Breaches of confidentiality may result in removal from the committee or other appropriate action, as determined by the EEO officer or designee. A conflict of interest (declared or perceived) may prevent a member from continuing to serve. Possible conflicts of interest are reviewed on a case-by-case basis by the EEO officer or designee.
- v. The chair of the committee will provide guidance on the hiring process and procedures to the committee. Per the district's EEO Plan, all internal members of the hiring committee must complete EEO training prior to serving on a hiring committee in accordance with the EEO Plan. EEO training must be updated every two years. Committee members not

employed by Butte College will be required to participate in an EEO orientation prior to participating.

- vi. Committee memberships will remain constant throughout their respective process (FSC/FIC). Committee members who for any reason cannot fulfill their responsibility on either the FSC or FIC will be excluded from that committee assignment. Their partial input will not be used to either evaluate or rank candidates. The chair will notify human resources who will then seek approval from the corresponding vice president if new members must be added. The Academic Senate president will be notified of any changes to the committee composition.

### III. Scheduling

- a. Every effort will be made to schedule interviews as early as possible in an attempt to ensure a robust candidate pool.
- b. Scheduling of interview dates will begin by determining the availability of the SIC for the second interview.
- c. The FIC may request that the first and second interviews follow back-to-back to reduce transportation costs for candidates. Such a request will be carefully considered and accommodated, where feasible.
- d. Human resources and members of the FSC/FIC will collaborate to schedule mutually agreeable dates and times for meetings to develop/revise the position announcement, screening criteria, and interview assessment tools, and to determine the candidates to be interviewed.

### IV. Development of Position Announcement

- a. Human resources will provide the chair of the FSC with a draft position announcement that includes the statewide faculty minimum qualifications along with any equivalency related qualifications; the job description in the Butte College Education Association (BCEA) collective bargaining agreement; and the District's commitment to equity, inclusion, and anti-racism. The FSC may include additional position duties and desired or minimum qualifications or other requested supplementary materials to be added in the position announcement. Additional position duties, desired qualifications, or supplementary materials should be developed in such a manner that they do not result in any disproportionate impact for any monitored groups (see VI.e) and must be approved by the EEO officer or designee. The chair and EEO representative should facilitate committee discussion centered on these concerns.
- b. The EEO officer or designee will review the draft position announcement to ensure conformity with the college's EEO and non-discrimination policies and procedures or other job-related considerations. Any changes to the position announcement submitted by the committee will be discussed with the committee chair and EEO representative.
- c. Human resources will send the finalized position announcement to the committee chair who coordinates with the area department chair, the respective dean or director, and vice president for final approval and signatures. The committee chair then sends the position announcement back to human resources for posting.
- d. The final position announcement will be distributed such that applicants from all demographics will have an equal opportunity to apply and be considered for positions at Butte College.

- e. The minimum recruitment period will be six weeks with exceptions granted by the EEO officer or designee.
- V. Development of Screening Criteria
  - a. Human resources will provide the committee chair with draft screening criteria. The FSC will develop the final screening criteria in conjunction with the position announcement.
  - b. The qualifications of the district may be higher than, but may not fall below, the minimum qualifications for the position as published in the current edition of the Chancellor's Office publication *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook.
  - c. The EEO officer or designee will review and approve the screening criteria to ensure conformity with the position announcement as well as the college's EEO and non-discrimination policies, procedures, or other job-related considerations. Any changes to the screening criteria submitted by the committee will be discussed with the committee chair and EEO representative.
- VI. Development of Interview Assessment Tools - Questions, Writing Assignment, Teaching Demonstration (or other activity)
  - a. Prior to the closing date of the position, the FIC will develop uniform, job-related questions to be asked of all candidates interviewed and a rating system to evaluate responses. The FIC will also determine the modality in which the first interviews will be held (in person, online, or some combination of both, as appropriate).
  - b. The FIC will also develop appropriate teaching demonstrations (or other activities as deemed appropriate for the position) and/or writing samples related to the subject area. These should include attention to culturally responsive pedagogy as applicable in the discipline.
  - c. The EEO officer or designee will review and approve the interview assessment tools to ensure conformity with the position announcement as well as the college's EEO and non-discrimination policies, procedures, or other job-related considerations. Any changes to the interview assessment tools submitted by the committee will be discussed with the committee chair and EEO representative.
- VII. Initial Screening of Applications
  - a. Human resources will screen the applications of individuals stating they meet minimum qualifications.
  - b. Applicants needing or requesting equivalency consideration will be forwarded to the Equivalency Committee.
  - c. All applications will be held by human resources until the Equivalency Committee has assessed the applications of those individuals applying for equivalency.
  - d. Equivalency processes and procedures are outlined in Administrative Procedure 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies.
  - e. Before all applicants meeting initial screening requirements are provided to the FSC for screening, the EEO officer or designee will review the pool of qualified applicants for quantity and diversity. If the EEO officer or designee is dissatisfied with the pool and finds that adverse impact exists, the EEO officer in cooperation with the respective vice president will determine what, if any corrective action is needed as defined by Title 5 Section 53001(i) and Administrative Procedure

3420 Equal Employment Opportunity. The hiring committee and Academic Senate president will be informed of any corrective action taken.

- VIII. FSC – Application Screening
- a. The FSC will review all applications using the approved screening criteria to determine those candidates who best meet the qualifications listed on the position announcement.
  - b. Each committee member will enter a total score for each applicant into the applicant tracking system.
  - c. After all applications have been screened, human resources will tabulate all ratings and create a ranked list of applicants based on the committee members' scores. The committee chair will lead a discussion regarding the rankings, including the strengths and weaknesses of the candidates. Committee members must be able to justify their rankings based on the approved screening criteria and rating system, and the committee chair will document the discussion in writing. If desired, the committee will then rank the candidates to determine which candidates will be selected for possible secondary applicant screening via a remote method, such as teleconference. The screening process will result in the selection of candidates for the interview pool and identification of alternate candidates, if desired. If the interview pool has fewer than three candidates, the chair and EEO representative must seek approval from the Academic Senate president and human resources. The committee chair will work with the human resources department to develop a schedule for all interviews, teaching demonstrations, etc.
  - d. The EEO officer or designee will review the list of candidates to be interviewed. If they are satisfied that the EEO policies and procedures have been followed and that there is no adverse impact against any monitored group (see AP 3420 Equal Employment Opportunity), the EEO officer will sign off on the interview pool. Should adverse impact be found to exist, the EEO officer or designee may, at their discretion modify the interview pool after discussing the concern with the committee chair.
  - e. If the EEO officer or designee has reason to believe that a violation of the District's policies or procedures has occurred or there is another cause for concern, the EEO officer or designee will first meet with the FSC to discuss the matter. If there appears to be a violation, the EEO officer will work in conjunction with the hiring vice president to determine what action if any is appropriate.
  - f. Human resources will confer with the committee chair in order to establish a new timeframe for interviews, if necessary.
- IX. Notification of Unsuccessful Applicants/Scheduling Interviews
- a. Human resources will notify all candidates to be interviewed as to the time, place, and format of their interviews.
  - b. Human resources will notify all applicants not selected for an interview.
- X. FIC – First Interview
- a. The committee chair is responsible for scheduling and setting up rooms for candidate previews, interviews, and writing assignments. They will also secure individuals to welcome candidates, escort them to the preview room, and retrieve them at the end of the interview process, as needed.

- b. Human resources will provide the IT department with the interview schedule so that the teaching demonstration can be recorded for review by the SIC.
- c. The FIC will conduct interviews and use the approved rating system to evaluate responses. Committee members may ask follow-up questions based on the direct question that was asked, about application materials, or about previously asked questions.
- d. After all candidates have been interviewed, each committee member will independently tabulate their scores based on the approved criteria and rating system.
- e. The FIC will discuss the rankings and the strengths and weaknesses of the candidates. The committee members must be able to justify their rankings based on the approved criteria and rating system, and the chair will document the discussion in writing. The committee will then rank all interviewed candidates in order of preference based on the overall scores of the interview and teaching demonstration or other activity. The EEO representative will review the process and rankings to determine if EEO policies have been followed. If the EEO representative in consultation with the committee chair determines there has been a violation, they will halt the process and contact the EEO officer.
- f. If the EEO officer or designee has reason to believe that a violation of the college's policies or procedures has occurred or if there is another cause for concern, they will first meet with the committee chair to discuss the matter. If a violation or concern appears to be valid, they will work in conjunction with the hiring vice president to determine the appropriate course of action.
- g. If the EEO representative and committee chair agree EEO policies have been followed, the committee chair will submit to human resources the rankings of the top candidates along with the documentation of the discussion, which will serve as the rationale for the rankings.
- h. The FIC will recommend at least three candidates for a second interview. In the event that the FIC determines that there are fewer than three suitable candidates to move forward to a second interview, they will provide justification to be reviewed by the EEO officer and the Academic Senate president, who may grant exceptions, if needed. If the EEO officer and the Academic Senate president are not in favor of granting an exception, an effort will be made to discuss the issue and options with the committee chair, EEO representative, and area dean and/or vice president.
- i. The committee chair will forward the names of the candidates to be interviewed to the members of the SIC. Although the finalists will have been ranked, such rankings will not be made known to the SIC until after they have independently interviewed and ranked the finalists.
- j. The committee chair or other designated member of the FIC will contact the selected candidates to schedule the second interview with the SIC. This schedule will be developed by the office of the hiring vice president. Some candidates may find it a hardship to attend the second interview in person. In those cases, the committee chair will coordinate with appropriate personnel to ensure that other appropriate arrangements are offered to all impacted candidates.
- k. The committee chair or other designated member of the FIC will notify the candidates who were not selected for the second interview with the SIC.

- XI. Development of Second Interview Committee
  - a. Composition of committee: The SIC will typically be comprised of the hiring vice president and area dean, the superintendent/president, and the EEO representative plus three voting members from the FIC. The SIC will be chaired by the superintendent/president and will develop uniform questions to be asked of all candidates interviewed.
  - b. The EEO officer or designee will review and approve the interview questions to ensure conformity with the position announcement as well as the District's EEO and non-discrimination policies and procedures
- XII. Second Interviews and Deliberations
  - a. Prior to the second interview, members of the SIC will review the candidates' recorded teaching demonstration or other activities and will actively participate in the second interview process.
  - b. At the conclusion of the second interview, the SIC will rank the candidates. All members of the SIC will participate in these discussions outlining the strengths and weaknesses of the candidates.
- XIII. Reference Checks
  - a. After the finalist rankings are determined by the SIC, the hiring vice president or designee will conduct thorough reference checks for the top candidate following the direction provided by the human resources department. A confidential written report summarizing the findings of the reference checks will then be presented for approval to the hiring vice president, the superintendent/president and the EEO officer.
  - b. If concerns arise from the reference checks, the members of the SIC will meet again to discuss options.
- XIV. Offer
  - a. Once the reference checks are approved, the hiring vice president or designee will extend an offer to the selected candidate.
  - b. The hiring vice president or designee will notify human resources to calculate initial salary placement based on the BCEA salary schedule and initial salary placement process.
  - c. Human resources will contact the recommended individual, reaffirm the candidate's interest in employment with the District, discuss initial salary placement and any other employment related questions, and inform them that a formal offer letter will be sent indicating that a recommendation for appointment to the position will be presented to the Board of Trustees for approval, upon successful completion of district hiring requirements.
  - d. If the selected candidate no longer desires employment with the district, the SIC will reconvene either to make an alternate selection or to reopen the search.
  - e. The hiring vice president or designee will notify the finalists who have not been selected once the selected finalist has accepted the position.
- XV. Final Approval
  - a. The authority to employ personnel rests solely with the Board of Trustees. However, as stipulated in Board Policy 7120 Recruitment and Selection, this authority is delegated to the superintendent/president. Therefore, the selection of the applicant to be recommended to the Board of Trustees for hire is ultimately the responsibility of the superintendent/president.

XVI. Exceptions

- a. Hiring committees are encouraged to work with human resources and the Academic Senate president to modify these procedures and attempt strategies aimed at increasing the diversity of applicant pools and/or in other ways improving overall hiring practices.
- b. Other exceptions to these hiring procedures should be rare and be understood as one-time occurrences. Any exceptions must have approval of the Academic Senate president and EEO officer.

XVII. Review and Revision: These hiring procedures are subject to review and revision at the request of either the Academic Senate or the administration. Changes in the procedures require the mutual agreement of the Academic Senate and the administration. Until there is mutual agreement to change them, the existing procedures will remain in effect.