



## AP 7120.5 Recruitment and Selection of Associate Faculty

References: Education Code Sections 87100 et seq. and 87400;  
ACCJC Accreditation Standard 3; and  
Butte-Glenn Community College District Equal Employment Opportunity (EEO) Plan.

Approved: November 2024

Last Revised:

Last Reviewed:

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This Administrative Procedure is established to guide the recruitment and selection of associate faculty at Butte College, ensuring a transparent, equitable, and effective process that is aligned with state regulations and the District's commitment to diversity and excellence in education.

### **Equal Employment Opportunity**

All stages of the recruitment and selection process for associate faculty shall adhere to the college's EEO Plan, ensuring fairness and equality in employment opportunities.

### **Determination of Need for Associate Faculty Positions**

The need for associate faculty positions is determined through collaboration between the department chair and the relevant area administrator. This process ensures alignment of part-time faculty hiring with the District's educational goals, program needs, and student enrollment trends.

### **Recruitment of Associate Faculty**

In consultation with the department chair and area administrator, the Human Resources Department (HR) is responsible for the recruitment of new associate faculty in a manner that adheres to the college's EEO Plan. Recruitment efforts aim to attract a diverse pool of qualified candidates who meet the minimum qualifications for the discipline or possess equivalent qualifications. In instances where there is an immediate need to hire associate faculty, any formal recruitment may be foregone at the discretion of the District.

### **Job Announcement**

Upon identifying the need for associate faculty hiring, HR may prepare a job announcement, in consultation with the department chair and area administrator. The announcement will highlight the ability to work with a diverse student population as a desirable qualification.

### **Screening and Selection**

In consultation with the Equivalency Committee as needed, HR will ensure that candidates meet the minimum qualifications for the discipline, possess a valid credential, or have equivalent qualifications. The department chair may form a selection committee to include faculty members from the discipline to review applications and select candidates for interviews. The chair (and selection committee, if formed) will conduct interviews in a mutually agreeable modality focusing on the candidates' qualifications and ability to contribute to the college's mission of serving a diverse student body. If the department chair is unavailable to perform these duties, the area administrator will have the responsibility to oversee the hiring process. Any recommendations for hire, based on interviews and assessment of qualifications, will be forwarded to the area administrator and the appropriate vice president for approval.

**Approval and Notification**

Final recommendations for associate faculty hiring are submitted to the Board of Trustees for ratification. Selected candidates are notified by HR and provided with a written statement of employment.

**Employment Requirements**

Before commencing duties, appointed associate faculty must meet all employment requirements, including verification of qualifications, completion of the fingerprinting process, and health screenings.

**Part-Time Faculty Employment Limitations**

Associate faculty members are subject to workload restrictions in compliance with state regulations. Exceptions require authorization from the superintendent/president.