



Overview of College's Hiring Process

INTRODUCTION

The hiring process for all employees at San Diego City College (College) adhere to the San Diego Community College District's (District) [Hiring Process Guidelines](#), the [District Board Policy 7120](#) and [Administrative Procedures 4200.1](#), and relevant portions of the Collective Bargaining Agreement for [faculty](#) and [classified professionals](#).

The hiring process for all positions begins with a vacancy that aligns with the College's mission, vision, and program review process. A vacancy can either result from an employee leaving a position or the college, or from the creation of a new position. The latter happens when student success and the College's mission require them and they are requested by a manager or unit via the College's program review process, annual program plans, requirements from grants or emerging initiatives, state funding allocations, health and safety requirements, or a host of other priorities.

This document is intended to serve as a brief reference guide for the College's hiring process of all employees. This includes the hiring of contract faculty, classified professionals, supervisors, and managers. For more information on the faculty hiring process, read a brief description below. You can also visit https://www.sdccd.edu/docs/District/procedures/Human%20Resources/4200_01.pdf or talk to your director, dean, or vice president.

Funding

All requests for hiring must identify a new or existing funding source. **In the case of faculty, the process also includes the availability of state funding and requirements of the [50% Law](#).** There are two possible funding sources General Fund Restricted (GFR) or General Fund Unrestricted (GFU).

- **General Funds Restricted (GFR):** This funding source comes with restrictions on what it can be used for and requires reporting on usage, deliverables, and outcomes. Examples of restricted budgets are SSSP or Equity money (now known as SEA), funding for programs like EOPS, CalWORKs, NextUP, and the other programs that are funded by the state, federal, or other grants. Positions funded through the latter sources typically have their own hiring and prioritization process that is linked to the grant application or initiative and funds must be spent on the staffing that is linked to the deliverables that are outlined in the plans. These positions are usually the easiest and quickest positions to fill because the funding source comes with spending deadlines and restrictions. For

more detailed information about the college's budget please visit the [College's Budget Landing page](#).

- General Funds Unrestricted (GFU): Positions funded on general funds follow a different process that is more inclusive of the campus planning and program review process. General funds are used to hire all instructional positions, Classified Professionals, and Managers.

Requesting a hire

A vacancy or open position can be requested to be filled in several ways. Vacancies result from resignations, retirements, separations (when an employee leaves the College), or from the establishment of a new position. In all cases, priorities for all of the college's hiring are discussed via the College's committee and council structure, program review, annual program plans, and at College Council. Area managers work with their units to prioritize all hiring based on needs and the availability of funding. Managers work with their respective vice presidents to form a hiring prioritization list for all hiring. This process includes the [Faculty Hiring Prioritization](#) process as well as program review and annual plans. The source for funding positions is either state funding (GFU monies) or grants (GFR monies). Some years, the state provides specific funding for faculty hiring. However, outside of GFR funding, this is not the case for most positions. This means the College has limited resources for hiring and the result is that most of the college's hiring is replacing existing positions via the hiring prioritization process.

Once a vacancy has been identified, Vice presidents and Managers discuss hiring priorities in their respective councils and develop hiring memos that identify their respective hiring priorities. Managers and vice presidents present the [Hiring Memo](#) and [Hiring Position Justification Form](#) to the college president for consideration and then the hiring memos are presented by the area vice president at College Council.

Once a Position Justification Form has been completed, submitted and approved, the standard district procedures for the hiring manager and/or screening committee chair to post a position and form a screening committee must be completed. For faculty and manager positions, a final interview with the college president or president's designee is required after first-level screening committee interviews are completed. The screening chair should contact the President's Office to secure a date and time for second-level presidential interviews, which should include: 1) the college president, 2) area vice president, 3) hiring manager, and when and where possible a 4) faculty chair or an 5) executive representative from the Academic Senate.

This is a snapshot of how hiring occurs on a global level. At the end of this document, you can find samples of the documents discussed above. These documents comprise the College's hiring process.