



Hiring & Screening Committee Process

INTRODUCTION



Overview of College's Hiring Process

The hiring and screening committee processes for applicants applying to work at San Diego City College (College) adheres to the San Diego Community College District's (District)) [Hiring Process Guidelines](#), the district board policies and administrative procedures, and the collective bargaining process. Please talk to your director, dean, or vice president, or visit the District's website at www.sdccd.edu for more detailed information about these processes.

This document is intended to serve as a reference for the College's hiring process of all employees. This includes the hiring of contract faculty, classified professionals, supervisors, and managers. The college's hiring prioritization for all employees includes, but is not limited to, the Faculty Hiring Prioritization that is referenced later in this document. The faculty hiring process is a stand-alone process that is led by the chairs and faculty leadership and includes a recommendation to the vice presidents and college president. The hiring for all other, non-faculty, positions occurs via the department or area hiring prioritization process, which also includes faculty hiring, but is broader than the Faculty Hiring Prioritization. For more information on the faculty hiring process, please visit https://www.sdccd.edu/docs/District/procedures/Human%20Resources/4200_01.pdf or read a brief description below.

The hiring process begins with a vacancy that aligns with the College's mission, vision, and program review process. A vacancy can be either be the creation of a new position that a manager or unit creates via the College's program review process, annual program plans, grants, emerging initiatives, state funding, hiring priorities, health and safety matters, or a host of other priorities that align with student success and the College's mission. All requests for hiring must identify a new or existing funding source. The hiring of acting/interim managers and coordinators follows an abbreviated process which should, when possible, include at least one representative of the campus constituency groups to include a faculty, classified, and SPAA selected by those groups. The process also requires an assessment of the availability of state funding and requirements of the [50% Law](#). A funding source for all hiring is either the District's/College's general fund unrestricted (GFU) or general fund restricted (GFR) budget.

Examples of GFR budgets are grants, SSSP or Equity (now known as SEA), or programs such as EOPS, CalWORKs, NextUP, or the other programs that are funded by state, federal, or other grants. The College has millions of dollars of restricted funds that have plans and deliverables connected to staffing levels. For more detailed information about the college's budget please visit the [College's budget planning page](#). Grants or restricted funded positions typically have their own hiring and prioritization process that may include the Faculty Hiring Prioritization or program plans. The hiring process for grants is often linked to the grant application or initiative

that explains deliverables and desired outcomes. These positions are usually the easiest and quickest positions to fill because of spending deadlines and restrictions that are connected.

Positions funded on GFU follow a different process than those on GFR. The process for GFU positions is more inclusive of the campus planning and program review process. A vacancy or open position can be requested to be filled in several ways. Often a vacancy is connected to either the establishment of a new position, a resignation, a retirement, or when someone separates (leaves) from the College. In all cases, hiring priorities for all 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 all positions is either state funding or grants. There are years when the state provides specific funding for faculty. This is not the case for other positions outside of GFR funding. The College has limited resources to hire or replace positions. This results in most of the college's hiring being to replace existing positions via the hiring prioritization process for all hiring. Vice presidents and managers discuss hiring priorities in their respective councils which results in the prioritization for all the college's hiring being listed on Hiring Memos that are presented by the area vice president at College Council. Managers and vice presidents use the [Hiring Memo](#) and [Hiring Position Justification Form](#) which are presented to the college president for consideration. 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.

Hiring Prioritization Process

Each semester the managers will work with their areas to prioritize all hiring in ranked order. This process involves having everyone in the area or department present in a meeting to vote to prioritize all of the hiring needs. Once prioritized, the managers take the positions in ranked order to a meeting with their respective vice president. The vice presidents work with the managers to rank order all the hiring needs in each division based on emerging needs and the availability of positions. The vice presidents use the voting and ranking to make a recommendation to the President based on available positions.

Open Positions

The hiring process begins with a vacancy that aligns with the College's mission, vision, and program review process. Vacancies result from a resignation, a retirement, a separation (someone leaves the College), or the creation of a new position.¹

¹ The creation of a new position is determined by the College's program review process, annual program plans, emerging initiatives, hiring priorities, health and safety matters, funding (grants or new state

Funding open positions

All requests for positions must identify a new or existing funding source. There are two possible funding sources: Categorical Funding (Restricted) or General Funds.

- **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, and state, federal, or other grants. Positions funded through this source 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.
- **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.

Hiring priorities are determined primarily through the Faculty Hiring Prioritization (FHP) process which ranks and recommends positions to the VP of Instruction or the VP of Student Services, and the President. This process includes reviewing hiring requests submitted through annual program reviews and plans, retirements, program needs for innovation, college needs (e.g. equity and success), growth (data on FTEF/FTES averaged over the last three years), full-time staffing (FTEF averaged over the last three years divided by FTEF taught by full-time faculty), and program accreditation needs (if applicable). The FHP process is completed by Chairs (as designees of the Academic Senate) in consultation with Deans, the VP of Instruction, the VP of Student Services, and presented to the President by December of every odd numbered year.

Deviation from the FHP list can occur should the college have exigent need. Requests for deviation from the FHP are requested by the President, the VP of Instruction or the VP of Student Services and presented to Chairs for discussion. Chairs can agree with the deviation or recommend against it. Final determination on deviation from the FHP is reserved for the President of the College.²

All requests for positions (Categorical or General Funding) must complete a Position Justification Form, which is submitted by the appropriate Vice President to the President for signature.

funding sources), and/or a host of other priorities that align with student success and the College's mission.

² A process/flow chart for deviations from the FHP is being developed.

Formation of Faculty Hiring Committees

Hiring committees for instructional and non-instructional faculty are formed after the Position Justification Form has been signed by the President.

Hiring Committee Composition

The composition of the hiring committees should strive to be diverse and inclusive.

- Area Dean
- Department Chair/Program Coordinator or Director, or faculty designee[s])
- Up to 3 (three) Faculty members from the discipline or a related discipline.
- One (1) EEO representative appointed by Human Resources
- One (1) part-time faculty member (if possible, strongly encouraged)
- The committee may include (optional):
 - A representative from private industry or faculty from another campus and/or institution
 - One (1) faculty member from outside of the department
 - A member of the Classified Staff
 - A member of SPAA
 - One (1) student

All faculty members of the committee are appointed by the Academic Senate. All matters pertaining to the “optional” members will be decided via consensus by the Hiring Committee Chair and the faculty members from the discipline/department.

Any Contract employee who has completed the [EEO & Diversity Training](#) for Screening Committee Membership within the past three years may volunteer to serve in the specific role as EEO Representative for any committee regardless of recruitment classification or campus location.

Second Round Interviews

The hiring manager should contact the President's Office to secure a date and time for second-level presidential interviews. Reference checks must be completed by the hiring manager prior to the second interview. Second round interviews should include (when and where possible): 1) the college president, 2) area vice president, 3) hiring manager, and 4) faculty chair and/or a department/program representative. In the case that a chair or department representative cannot attend the final interview, the hiring manager will work with the chair or department representative to submit an ordered list of alternatives to sit on the second level interview. If requested by the department or program, the President should consider having more than one faculty member in the second interview.

Hiring Committee Appointment Process and Timeline

After formation, the Department Chair submits the proposed hiring committee to the Academic Senate Committee on Committees Chair by completing the form: [Request for Academic Senate Review of Faculty Assigned to a Hiring Committee](#).

- All proposed committee members should have completed their EEO Training **prior** to the agreeing to serve on the hiring committee.
- The Academic Senate Committee on Committees members will review the proposed committee membership to ensure that it complies with all BPs, APs, and College practices.
- After reviewing within two weeks, the Committee on Committees Chair will reach out to the Department Chair with approval and/or recommendations of the proposed committee membership.

Proposed Hiring committee members are then reviewed by HR to ensure completion of EEO and Diversity Training.

Hiring Committee Responsibilities

The hiring committee is committed to hiring faculty for contract positions who are highly qualified, skilled in teaching, can serve the needs of a diverse student population, and who are sensitive to the cultural and ethnic diversity of the San Diego community. The hiring committee commits to hire full-time faculty that will ethnically represent the existing student population to provide learning environments where the student will be ethnically and culturally validated and affirmed. It is the responsibility of the Hiring Committee members to follow all Equal Employment Opportunity (EEO) procedures.

Appendix

- A. Considerations for Hiring Faculty
- B. Steps to Fill a Vacancy
- C. Position Justification Form
- D. Hiring Memo
- E. Faculty Hiring Prioritization
- F. Tracking Document

A. Considerations for Hiring Faculty

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Considerations for Hiring Faculty

In fall 2021, San Diego City College had the opportunity to hire four positions due to vacancies from retirement or resignations. The College relies on the Vice President of Instruction to review the faculty prioritization hiring (FHP) list to assess the alignment with the College's enrollment management goals, student demand, workforce needs, program review, and a host of other variables that are outlined in this document and in alignment with the College's shared/participatory governance process.

1. Availability and Sustainability of Funding
 - a. GFU vs GFR
 - b. Are other funding source available?
 - c. Total number of vacancies impact on completion?
 - d. Availability of funding
2. FHP List placement provided by Chairs
 - a. Does the position appear in Program Review?
 - b. Is the requested position(s) ranked in the Dean's and VPI's annual plan?
 - c. Has the position been discussed in the program/division process?
3. Accreditation, Compliance, Productivity, and Student Demand
 - a. Impact on accreditation/compliance?
 - b. Data over the past 2 years
 - i. FTEF/FTES
 - ii. Productivity
 - iii. Waitlist/student demand
 - iv. Fill rates
 - v. Number of sections taught
 - vi. Number of Contract Faculty
 - vii. Number of Adjuncts
 - viii. Required for degree or certificate
 - ix. Completions (degree or certificates)
 - x. Priority sectors or emerging job/career market in the region
 - c. Program Review
 - d. Number students served (student demand)
4. Impact on the 50 % Rule ratios of Non-Instructional Vs Instructional
 - a. District
 - b. College
 - c. Number of non-instructional hired over a 2-3-year average
 - i. Review retirement or replacement of positions
 - ii. Non-Instructional positions can replace those positions dependent on maintaining the overall district 50% rule
 - iii. Consider grant funded positions that require a match from GFU

B. *Steps to Fill a Vacancy*

1. A need is identified (via FHP or deviations from the FHP)
2. The available funding source is identified (GFU or GFR)
 - a. Is this a new or existing position?
 - b. Is the department/program requesting funding or does the department/program have funding?
 - c. Is this new funding?
 - d. Is this restricted funding, a grant, or a request for general funds?
3. A Justification Form is submitted
 - a. A Position Control number is provided for a replacement position
 - b. A board item is required to establish a new position
 - c. The justification form is submitted by the area Vice President to the President
 - d. The President and Vice Presidents review hiring with the Senate Exec
 - e. If a deviation from the FHP is requested, the VP brings the request to the Chairs (as Senate designees) for discussion
 - f. If necessary, positions are brought forward to College Council for review.
4. Approved positions are posted for recruitment
 - a. The Dean works with HR, the Department Chair and Academic Senate Exec to assign members to hiring committees.
 - b. Every attempt is made to ensure the proper representation across the College on hiring committees that are outlined in the District's BP/AP for hiring.
5. The Hiring Tracking Document and the College's Hiring Priorities are reviewed on an ongoing basis by College Council and during Convocation
 - a. The tracking document is provided to the College's leadership team on an ongoing basis for updates and discussion.
 - b. The Faculty Hiring Prioritization Form and other hiring priorities are discussed at College Council and with Chairs on an ongoing basis for updates and discussion. College Council is the final location where the College's hiring priorities are discussed, and when and where necessary voted on, and presented as a recommendation to the College President.
 - c. Updates on hiring, which include the above-mentioned documents and forms, are sent to the campus in writing on an ongoing basis.

C. Position Justification Form



Position Justification Form

The purpose of this form is to provide organizational justification for filling an existing position. Any reorganization requests must have a Position Justification Form attached. Complete form to initiate review. It is imperative that the questions be answered in narrative format with as much detailed information as possible to support the request.

Submit completed form to Human Resources by emailing jobs@sdccd.edu. GFU positions will be sent to the Chancellor for consideration. Vacant funded GFR positions require VCHR review only.

Position Title _____ Position Number _____
Campus/Department _____ GL Number _____

Position funding: ☐ GFU ☐ GFR ☐ Split _____% GFU _____% GFR

Date the position vacated: _____

Employee being replaced: _____

Reason for vacancy:

☐ Retirement

☐ Termination*

If due to performance management efforts, check: ☐

☐ Promotion/Transfer

☐ Resignation

For HR Use Only

☐ Vacant

☐ Funded

☐ Restricted

Verified by: _____

VCHR review: _____

Justification for Requested Action

A What is the compelling need for this position to be filled?

B What impact will there be if this position is not filled?

Requested by:

Print Name _____

Signature _____

Date _____

Cabinet Member:

Print Name _____

Signature _____

Date _____

Chancellor: ☐ Approved ☐ Unapproved

Signature _____

Date _____

D. Hiring Memo



Office of the Vice President of _____ Services

MEMORANDUM

TO: _____, President
DATE: _____
FROM: _____, Vice President of _____
CC: College Council, Academic Senate, SPAA & Classified Senates
SUBJ: _____ Services Hiring

I am requesting to begin recruitment for all the open positions in _____ Services attached. Priority as follows:

1. _____
2. _____
3. _____

All three positions are recommended for recruitment in _____

Recommendations for _____ Services Hiring

High Priority, General Fund Positions:

Replacements/Retirements

New

•
•

•
•

High Priority, Soft Funds Positions:

Replacements/Retirements

New

•

•

It is important to note as contract faculty are hired, it is an expectation that adjunct reductions occur in that discipline.

E. Faculty Hiring Prioritization



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Prioritization of Requests for Tenured Faculty Hiring
Implementation for Spring 2022 to Fall 2023

1	Nursing Ed. 1	27.46
2	Nursing Ed. 2	24.50
3	Photography	21.13
4	Counseling Athletic Counselor	19.96
5	Chicana/o Studies 1	19.84
6	Librarian Faculty 1	19.46
7	Life Sci 1 Gen Bio	18.80
8	Student Health Clinic**	18.43
9	Electricity combined w Manufacturing no new hire needed	18.31
10	SSSP/SEA funded	18.25
11	Professional Dev Comm	18.09
12	RTVP Radio/Podcast	17.09
13	Psychology	16.92
14	Chicana/o Studies 2	16.88
15	Black Studies 1	16.67
16	Librarian 2	16.63
17	Life Sci 2 Majors Bio	16.37
18	HESA Nutrition 7	15.54
19	Mathematics	15.12
20	Communication Studies	15.09
21	Dance	15.08
22	Chemistry	14.97
23	Astronomy/Physics	14.79
24	English 1 (Generalist)	14.42
25	Geology*	14.25
26	Black Studies 2	13.83
27	Athletics EXSC/HEAL	12.74
28	English 2 (Generalist)	12.41
29	Philosophy/Humanities	12.13
30	English 3 (Generalist)	10.93
31	Music Business & Entrepreneurship	10.46
32	Mental Health/ Student Health Behavioral Health Counselor	10.35
33	Counseling General Counselor**/**	10.33

This list is a recommendation to the President and Executive Cabinet.

Administration considerations of the impact on the overall district percent of meeting the 50% law when or if the college uses GFU to replace classroom faculty with non-instructional positions. Consider the number of non-instructional hired over a 2-3-year average hired on GFU and review retirements or replacements of positions and match requirement for SSSP/SEP/SEA.

Faculty Prioritization Process

Departments seeking to hire tenured faculty positions submit a proposal outlining the need for the position. Components of the proposal include:

- Needs within the department: current staffing, replacement for retirements or resignations, curricular changes, challenges in finding qualified adjunct faculty
- Relationship to institutional priorities: Strategic Plan, student success and equity efforts, transfer requirements, labor market demand, Title 5 requirements
- Program accreditation or other mandates

Data on enrollments and staffing (FTES, FTEF, sections, productivity, and ratio of full-time to adjunct FTEF) are provided by the Institutional Research Office.

Position requests are reviewed in a participatory process by the school deans and faculty chairs. Departments submitting requests have the opportunity to make a short presentation. The chairs and deans then individually assign scores to each request, using a rubric that was revised in Fall 2019 by a team of faculty chairs, working with the dean of institutional effectiveness. This rubric and the format of the request proposal were adopted in spring 2018 after review by MPAROC, the Academic Senate, Exec Cabinet and the College Council. These groups also approved using the 2018 prioritization list for two years before calling for new requests.



34	Drama Scenic Designer	8.08
	Machine Technology*	F21
	Native American Studies	

The implementation of this list is for Spring 2022 to Fall 2023. In Fall 2023, a new list will be created for Spring 2024 implementation.

The scores from the rubric are averaged and used to create the prioritization list, with the highest score having the highest priority. The result prioritizes hiring when new funding is available or tenured faculty positions become vacant through retirement or resignation.

This list is a recommendation to the President and Executive Cabinet. If there is a need to veer of the list that has been created, we would like a conversation. If possible, we would like this to happen within two weeks and to include as many chairs as possible. If the situation is time sensitive and needs attention in less than two weeks, we would like the President to meet with the Chair of Chairs and Academic Senate President.

Possible scenarios we have brainstormed that might need this type of attention might include:

Replacing a faculty loss
Accreditation compliance
No or low full time in a department
Safety or legal concerns
Extreme growth

Highlighted green recommended hires for Spring /Fall 2022 recruitment.

Highlighted yellow seeking instructional plan

* Denotes disciplines without full-time contract faculty

** Recommend hiring 8/18/22

*** Retirement in counseling and match requirement for SSSP/SEP/SEA

It is important to note as contract faculty are hired, it is an expectation that adjunct reductions occur in that discipline.

F. Hiring Tracking

San Diego City College Hiring Update 08/02/22

Completed	In Recruitment	Pending
Mental Health Counselor (GFU)	Dean of Student Affairs (GFU)	Program Activity Manager, Title III (GFR)
Student Services Technician, EOPS (GFR)	(2) Nursing (GFU)	Student Services Assistant- Counseling (GFR)
Dean of Student Development and Matriculation (GFR)	Native American Studies (GFU)	Sr Student Services Assist - Outreach (GFR)
Director of Financial Aid (GFU)	General Biology (GFU)	Administrative Technician- Institutional Effectiveness (GFR)
Research Associate (GFR)	Professional Development Coordinator (GFU/non-instructional)	Student Services Technician - Promise (GFR)
Athletics Counselor (GFU)	Black Studies #1 (GFU)	Sr SSA - FA (GFU)
ILT Chemistry (Classified/GFU)	Photography (GFU)	Nurse- Student Health Dir (GFR/GFU)
ILT Chemistry (Classified/GFR)	RTVF Radio/Podcast (GFU)	DSPS Learning Skills Faculty (GFR)
(2) Chicana/o Studies (GFU)	Dean of BIT, Cosmo, Trades & Engineering	
Machine Technology (GFU)	Accounting Sup. (GFU)	
Director of Admissions, Records and Veterans (GFU)	Admin. Tech. (GFU)	
Veterans Counselor (GFR)	Health & Safety Coordinator (GFU)	
	Middle College/Promise Counselor (GFR)	

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San Diego City College Hiring Update 08/02/22

Completed	In Recruitment	Pending
	Program Support Technician - SHC (GFR)	
	Graphic Artist/Photographer (GFU)	
	Mental Health Counselor (GFR)	
	College Events and Operations Administrator (GFR)	
	(GFU)	
	IA for Graphic Design (GFR)	
	Basic Needs Coordinator (GFR)	
	(GFR)	
	Admin Asst. IV - Outreach & Enrollment Services (GFR)	