

Procedure for Screening Applications – Full-time Faculty Positions

Human Resources screens all applications for minimum qualifications prior to forwarding the applications to the screening and interview committee for review and consideration. Minimum qualifications, or the equivalent, are established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges, and are used by department/program faculty to establish the minimum qualifications for each faculty position. Job specifications, including any “desired” or “required” qualifications beyond the state minimum qualifications, which the District wishes to utilize, must be reviewed before the position is announced. This is to ensure conformity with the requirements of Title V and state and federal nondiscrimination laws.

When screening applications for the minimum degree requirement, Human Resources reviews attached transcripts (official and/or unofficial), diplomas, and/or foreign transcript evaluations from a professional evaluation agency. Human Resources confirms that any degree/coursework used to satisfy the education requirement are from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Human Resources also confirms that the degree has been conferred, or will be conferred prior to the position start date, based on the supporting documents submitted by the applicant.

With regard to experience, Human Resources reviews the application, resume, cover letter, and/or other supporting documents to determine whether the experience meets the minimum qualifications, as well as whether the experience is/was full-time or part-time and the length of the experience. Where years of professional or occupational experience are listed in the minimum qualifications, the requirement is for the stated number of years of full-time experience or the equivalent in part-time experience (Title 5; Section 53404), and Human Resources calculates the years full-time equivalent experience when necessary. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field (Title 5; Section 53404).

When appropriate, Human Resources determines if a combination of education and experience is equivalent to the minimum qualifications.