AP 7120  RECRUITMENT AND HIRING

References:
Education Code Sections 87100 et seq., 87400, and 88003;
WASC/ACCJC Accreditation Standard III.A

The Associate Vice Chancellor of Human Resources, under the direction of the Chancellor, is responsible for developing recruitment, selection, and professional development guidelines which will result in consistent employment of persons who complement and bring to the District particular talents, expertise, and varied backgrounds. These guidelines will ensure compliance with Federal and State laws and meet District staffing needs effectively and in a timely manner.

The Human Resources Department is responsible to the Chancellor for maintaining current descriptions of job duties and responsibilities and a roster of authorized positions for all academic and classified positions.

Classified Employees
The selection process to be followed in the hiring of classified employees is specified in the Classified Selection Procedures and maintained by the Human Resources Department.

Appointments to full-time classified positions are made by the Board based upon the recommendation of the Chancellor. The Associate Vice Chancellor of Human Resources will make recommendations to the Chancellor for any College classified appointments.

Recruitment Process
Before a position can be recruited via advertisement through the recruitment and selection process and prior to hiring a designated individual for a particular assignment other than substitutes (persons hired to replace employees on leave and persons needed for vacant positions), approval must be obtained through the immediate supervisor, appropriate Vice President, President or Vice Chancellor, Associate Vice Chancellor of Human Resources and the Executive Management Team.

Approval is required for regular, interim, full-time temporary, and short-term project based assignments. Definitions are as follows:

- Regular assignments are positions in the management, confidential, faculty and classified employee groups with Board approved job descriptions.
• Interim assignments are management positions where in-house recruitment is conducted within the District to find an employee to fill the assignment for the minimum time necessary to allow for full and open recruitment. Interim assignments are for no more than one year. The State Chancellor may approve an extension for one additional year if the District demonstrates “business necessity” as defined in Title 5 Section 53001.

• Full-time temporary assignments are faculty positions needed to replace resigned/retired employees who submitted their terminations within 45 days of the end of the academic year or at the end of the semester for which there is not enough time as determined by Human Resources to conduct a full and open recruitment.

All regular, interim, and full-time assignments require the completion of the online Personnel Requisition.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment Opportunity, and AP 7236 titled Substitute and Short Term Employees.

Date Approved: January 18, 2012

(Replaces current WVMCCD Policies 3.1.3, 3.2.2, 3.2.3, 3.2.4, and 3.4.2 as well as Procedures 3.1.3 and 3.7.4/3.7.5)