

BP 7120 Recruitment and Selection

Reference:

Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5, Section 53000, et seq., 51023.5; Accreditation Standard III.1.A

The CEO shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.

The CEO will recommend opening positions subject to Board of Trustee approval.

Board approval of the selection is required before the new employee reports to work.

The responsibility for certification of qualifications lies with the individual employee specified in the Education Code. No salary can be paid to anyone who is not so qualified.

A contract of employment is offered upon the assumption that statements made in the Application for Administrative Position are true and complete, and the Board of Trustees reserves the right to cancel this contract or any succeeding contract, together with all rights of employment under it, should any misstatement of fact or omission of pertinent information be found in connection with said application.

Each staff member employed in a field requiring special licensure or registration for accrediting purposes must maintain such licensure and/or registration as a condition of continued employment.

Each staff member employed in a position funded by an external agency is continued in employment only so long as the special funding continues under the specified application for special funding by virtue of which the staff member is employed (Education Code Section 87470).

See Administrative Procedures 7120, 7125, 7126, 7336

Approved 05/14/08