



ARTICLE 3200 ACADEMIC PERSONNEL

AR 3230 Recruitment and Selection –Temporary Faculty

AR 3230.1 Procedure for Hiring Temporary Faculty

1. Position Identification

To the extent possible, each department shall draft a tentative annual schedule of course offerings projecting summer, fall, winter and spring terms. A staffing proposal for these sessions will be projected to identify areas that may need to be filled with temporary assignments.

2. Establishment of Candidate Pool

Position announcements will be prepared semiannually or as requested by the departments pursuant to the temporary faculty needs analysis and consistent with the District's Equal Employment Opportunity Plan.

A. Search Procedures

All applications for temporary employment are accepted on an ongoing basis. Applications shall be accepted and maintained online by the Office of Human Resources. Every effort will be made to recruit broadly so as to attract a diverse candidate pool. All applications will be received and entered into the application tracking system by the Office of Human Resources.

B. Selection Process

During each academic year, the department chair/faculty leader shall convene a selection committee to identify a pool of candidates qualified to be hired and to screen and interview potential temporary faculty.

The selection committee will consist of at least: the department chair/faculty leader or designee, who will chair the committee; a probationary/tenured faculty member, preferably from the subject area or program area; and an Equal Employment Opportunity representative. Any retired SMC faculty member employed, by the District as a temporary faculty may request to serve on the selection committee. The chair may choose to include on the committee other people with expertise in the subject area. Only the Equal Opportunity representative will be non-voting.

Prior to selecting an applicant, the committee determines if the applicant meets minimum qualifications (as determined by the CCC Board of Governors) or the equivalent. (Refer to AR 3231 for equivalency guidelines.) After a candidate is selected, the application and supporting documentation is forwarded to the appropriate Vice-President or designee or approval.

All applicants must have an online application on file with the district before they are formally offered a temporary position.

The selection committee chair may choose to eliminate the interview step in the case of a candidate who has previously taught in the department, received only "Satisfactory" evaluations, and left the District for his/her own reasons. If that person desires to be considered for a future appointment, he/she may be required to submit an updated application.



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ARTICLE 3300 CLASSIFIED EMPLOYEES

AR 3320 Selection Process for District Appointments to the Personnel Commission

The Santa Monica Community College District Personnel Commission consists of five members, two of which are District positions appointed by the Board of Trustees.

Recruitment of Applicants

All candidates will be requested to provide evidence that they meet the standard of (1) registered voters, (2) residents within the District, and (3) shall be known adherents of the principle of the merit system, meaning a person who by nature of his/her prior public or private service has given evidence that he/she supports the concept of employment, continuance in employment, in service promotional opportunities, and other related matters on the basis of merit and fitness. A background check will be conducted on all applicants prior to the actual interview date.

A marketing effort will be implemented during the recruitment period to increase the number of applicants. At least three weeks will be spent on active recruitment in order to assure a strong pool of applicants. Advertising will include notification of the recruitment to the Santa Monica community, local press, industry, community groups and business organizations.

No member of the governing board of any college district or county board of education will be eligible for appointment as a member of the Commission nor will a Commissioner be an employee of the District during his/her terms of service.

Applications will be sent to the Board of Trustees. The Board may choose to appoint a subcommittee to review and recommend candidates for the Board to consider or bring the candidates directly to the Board

*Reviewed and/or Updated 9/2003
Revised 5/2006*



ARTICLE 3400 ACADEMIC ADMINISTRATORS, CLASSIFIED ADMINISTRATORS AND MANAGERS AND CONFIDENTIAL EMPLOYEES

AR 3420 Evaluation - Management Personnel

A self-evaluation shall be completed by each academic administrator, classified administrator and classified manager and submitted to his or her immediate supervisor for review and discussion. During the month of May, any faculty and/or staff members may provide to an administrator/manager's evaluator, written comments to be considered in the evaluation of the administrator/manager.

The evaluator responsible for the area in which the management employee is assigned shall conduct a full performance evaluation review of the administrator or managers at least once every three years. The person being evaluated has a right to respond in writing to his or her performance evaluation.

A special evaluation may be conducted by a supervisor at any time.

Procedure

The Office of Human Resources will provide each administrator and manager with a management self-evaluation for completion prior to the start of the fall semester. The self-evaluation of performance shall be completed by the administrator or manager each year and shall be submitted to the assigned supervisor.

The assigned supervisor will acknowledge receipt of the manager's completed self-evaluation by signature and may set up an evaluation conference and formal performance review process. A formal review must be conducted at least once every three years. Performance Evaluation Certification is required in years that a full evaluation is not conducted.

At least once each year it is recommended that evaluators meet with the person they are supervising to provide an opportunity for mutual review of progress towards goals and expectations.

Reviewed and/or Updated 9/2003

Revised 12/2014