

AR 7120.1

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Personnel Policies Committee, Chair

Faculty, Counseling

AR 7120.1

Procedure for Hiring Full-Time Contract Faculty

- Two required recommendation letters (RL)

- C. It is the intent of the District that approval of open positions and initiation of the hiring process be early enough in the academic year to allow for all procedures to be undertaken in a thorough and thoughtful manner, ensuring that the hiring process is completed during that academic year, whenever possible, and well in advance of employment. The advertising period shall last a minimum of four weeks, and it shall allow for adequate distribution to obtain a diversified pool of applicants consistent with the District's EEO Plan.
- D. The application closing date shall be developed by the Office of Human Resources after consultation with the appropriate department chair or faculty chair or designee.
- E. Applications shall be accepted and maintained online by the Office of Human Resources.
- F. Candidate applications must include the following: a completed SMC academic application form; a cover letter; a minimum of two recommendation letters; a curriculum vitae or resume; and unofficial copies of all post-secondary educational transcripts. The position announcement may specify other required materials.

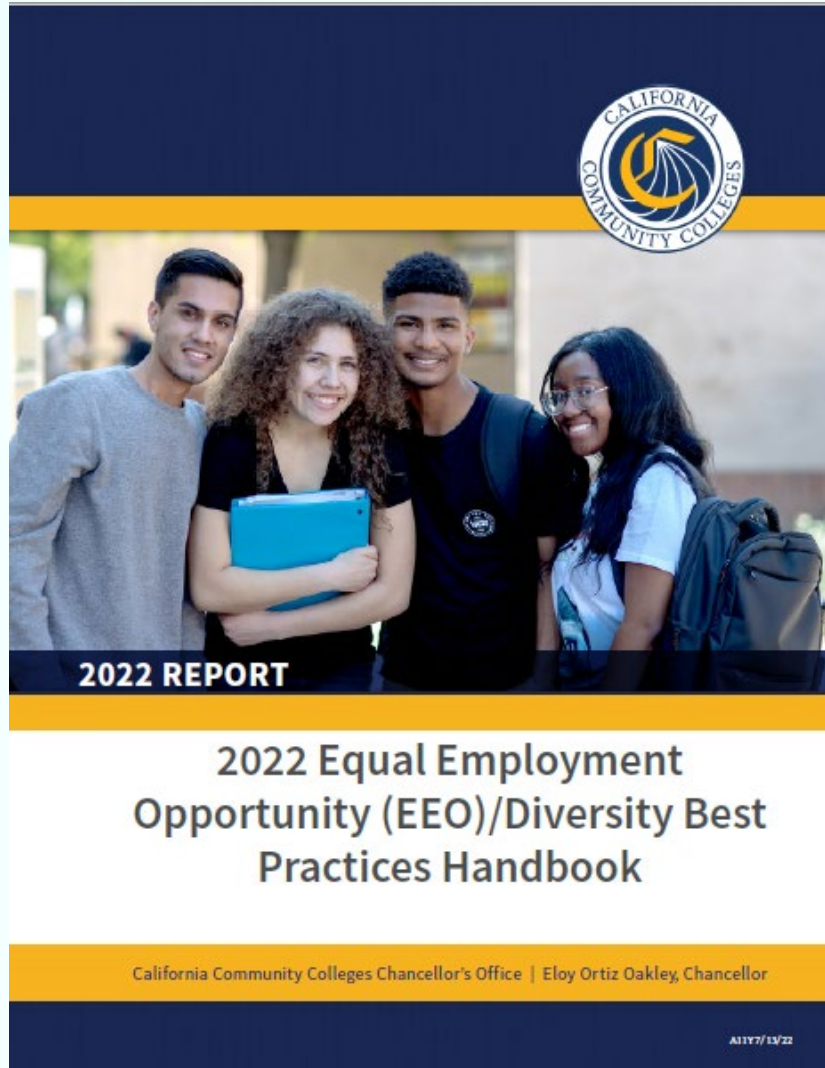
NeoEd

- Applicants input recommenders but they are not notified until applicant submits
- System does not allow applicants to monitor RL submission
- Applicants that do not have 2 RL are not passed forward to the committee

Recommendation Letters (RL)

- Hiring practices around RLs are unstandardized and decentralized
- RLs perpetuate gender bias and prestige bias
- RLs have little or no evidential value in candidates teaching abilities, reflection of network and access instead
- RLs are time consuming for everyone (applicant, recommender, & search committee), added barrier to 1st level screening
- Hiring structures designed to exclude faculty of color

Best Practices



Chancellor's Office recommendation
to remove RLs

SMC Hiring Data – 2023, 20 positions

Discipline	Total # of Applicants	# of Applicants w/o RL	% of Applicants not screened
Art - Studio Art	137	53	39%
CSIS - Cloud/Cybersecurity	21	4	19%
CSIS - Transfer Core	25	0	0%
Earth Science - Biol Anthro	33	9	27%
Earth Science - RRM	19	5	26%
ECE - Early Childhood Ed	61	20	33%
English - General English	234	19	8%
Health Sciences - Nursing	6	1	17%
Health Sciences - Resp Care	9	1	11%
History - Ethnic Studies	72	18	25%
Library - Technical Services	9	3	33%
Life Science - Nutrition	33	23	70%
Life Science - Zoology	39	7	18%
Mathematics - General Math	126	16	13%
Phil & Social Sci - Sociology	95	20	21%
Physical Sciences - Chemistry - General Chem	45	11	24%
Physical Sciences - Chemistry - Organic	43	6	14%
Counseling - Athletics	65	17	26%
Counseling - Career	54	9	17%
DSPS- ABI	19	3	16%

~20% of applicants lost across positions due to missing RL

SMC Hiring Data 2019 - 2023

Year	Total # of Positions	% of Applicants not screened/missing RL
2019	22	25%
2020	13	20%
2021	5	20%
2022	16	13%
2023	20	21%

NEOEd system does not allow applicants to see if letters submitted

Surrounding Colleges

College	RL Required
Cerritos College	
College of the Canyons	
Cypress College	
East Los Angeles College	
El Camino College	
Fullerton College	
Glendale Community College	
Long Beach City College	
Los Angeles Harbor College*	X
Los Angeles Pierce College	
Los Angeles Southwest College	
Los Angeles Trade Technical College	
Los Angeles Valley College	
Mt. San Antonio College	
Pasadena City College	
Rio Hondo College	
West LA College	

*LA Harbor is in process
of removing RLs

SMC Hiring Factors

- Positions posted later compared to most colleges
 - Winter compared to Fall
- RL required (other colleges do not require)
- Application Deadlines often extended due to small pool
- Final Round interviews take place later
 - Goal 2-3 weeks after 1st Round, in-practice up to 2-4 weeks
 - May lose applicants due to delays

External Hiring Perceptions

- Preference for internal candidates
- High-cost living area
- RLs required

Sample Supplemental Materials

Emphasis on Teaching

- Provide specific examples of how you have experience or how you have demonstrated commitment to integrating elements of culturally relevant and inclusive pedagogy.
- Describe your teaching philosophy.
- Provide a list of courses taught and sample syllabi
- Include sample images from your learning management system that include your class home page, module organization page, and sample page(s) from a Module.
- Provide Digital images of architectural projects you designed. It can include excerpts of blueprints. (5 project samples maximum)

Emphasis on Students

- Describe how you have demonstrated sensitivity and understanding in *delivery of services* and support to a *diverse workforce and student population* (socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background).
- Provide specific examples of how you have experience or how have you demonstrated commitment to teaching, mentoring and/or engaging in services for Black and Brown students.
- Provide specific examples of how you have experience or how have you demonstrated knowledge of barriers for Black and Brown students and experience in addressing disproportionate impact at an institution.

Sample Supplemental Materials

Emphasis on Professional Growth

- Provide specific examples of how you have participated in professional development related to integrating elements of culturally relevant and inclusive pedagogy in your teaching or mentoring efforts.
- Describe an area of professional growth and your journey in developing this. Why is this important to you? How does this impact students?

Opportunities to Improve Hiring

- Remove RLs from SMC job application process
- Reference Form Check feedback being provided by Dept Chairs
- Review Job Descriptions with faculty in department prior to posting
 - Analyze what is it that department needs
 - Modify Job Description appropriately
- Utilize Supplemental Materials to gain more relevant discipline and student focused information on candidates
- Prioritize needs of students and demographics when discussing applicant qualifications, experiences, in screening and interviewing
- Review and edits to full AR 7120.1 (Fall 2024)

Review 1st Read

- AR 7120.1 Procedure for Hiring Full-Time Contract Faculty, Proposed Revision