

ADMINISTRATIVE REGULATION 4011.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

RECRUITMENT: FULL-TIME FACULTY

This administrative regulation is intended to provide the guidelines for the recruitment of full-time faculty. South Orange County Community College District and the Academic Senates agree that this regulation cannot address every situation that arises during the recruitment of full-time faculty members. Therefore, strict adherence to these guidelines is often not possible, nor is it required. The President and/or his or her designee, with the approval of the Vice Chancellor and the Academic Senate President, is authorized to use his or her discretion in altering, modifying, supplementing and/or amending these guidelines to allow for the recruitment of highly qualified full-time faculty.

SECTION I: GENERAL PROVISIONS

Preface: The recruitment of highly qualified full-time faculty is essential to the educational mission of the South Orange County Community College District. Therefore, the governing board, administration, and faculty have the responsibility to work together to select highly qualified faculty members who can teach and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness and who are experts in the subject matter of their specialty.

1. Scope: This Administrative Regulation applies to the recruitment process for full-time faculty.

2. Definitions:

Board: The Board of Trustees of the South Orange County Community College District.

Chair: Chair of the Recruitment Committee.

Chancellor: The Chancellor of the South Orange County Community College District.

Committee: The Recruitment Committee.

Dean: Academic administrator who supervises the position.

Department: The operational unit to which the position is assigned.

Department Chair: The department or academic chair of the operational unit.

Discipline Expert: The person who is recognized as a subject matter expert by the division/school, usually through academic credentials or equivalency.

District: The South Orange County Community College District.

EEO: Equal Employment Opportunity.

EEO Representative: Equal Employment Opportunity representative.

HR Specialist: Human Resources Specialist,

HR: Office of Human Resources.

Operational Unit: The department, school, or division, as appropriate.

President: President of the College at which the position is assigned or designee.

Procedures: Full-Time Faculty Recruitment Procedures of the South Orange County Community College District.

Senate President: President of the Academic Senate of the college at which the position is assigned.

SOC CCD: The South Orange County Community College District.

SOC CC DFA: South Orange County Community College District Faculty Association.

Vice Chancellor: Vice Chancellor of Human Resources and Employer/Employee Relations.

Vice President: Vice President supervising the academic unit to which the position is assigned.

It is the responsibility of the President to ensure the integrity of the recruitment process established by this Regulation. If, in the judgment of the President, the integrity of the process described herein has been substantially violated or abused, the President may order that the process be suspended, pending determination of an appropriate action in consultation with HR, the Chair, and by mutual agreement with the Senate President, or terminated.

The faculty, represented by the Academic Senate, also has an inherent professional responsibility in the implementation of policies and procedures governing the recruitment process. If, in the judgment of the Senate President, the process described herein has been substantially violated or abused, the Senate President may recommend to the President that the process be suspended, pending determination of an appropriate action in consultation with HR, the Chair, and by mutual agreement with the Senate President, or terminated.

3. Interpretation: Technical questions and minor problems shall ordinarily be resolved by the HR Specialist in consultation with HR. In the event that a question of the procedural interpretation of this regulation arises and cannot be resolved by the HR Specialist, the question shall be submitted in writing to the Vice Chancellor or designee via the HR Specialist, with copies to the Dean, the Chair, the Senate President and the President.

If, in the judgment of the HR Specialist, the Chair, the Senate President, or the President, a problem of interpretation occurs which threatens the viability or integrity of a Committee's duties as described herein, all parties shall be immediately notified, and the recruitment and hiring process shall be suspended pending resolution of the problem. The President, in consultation with HR, the Chair, and the Senate President (or their respective designees) shall attempt to resolve any problem or difference of interpretation of this Regulation.

4. Exceptions: The President, in consultation with the Senate President and HR, may reduce or extend the time period for any step established in this regulation. Such exceptions shall be as narrow as possible to address, in a reasonable manner, the unusual circumstances posed. In the event of such an alteration to the process as described herein, the President shall notify in writing the Senate President and HR, stating the unusual circumstances necessitating the extension or exception.

5. Termination: If, in the opinion of the President, the College cannot fiscally support the position, the President may terminate the process.
6. Amendment: Any amendment of this regulation shall be developed and agreed upon jointly by representatives of the governing board and the academic senates, and approved by the governing board.

SECTION II: POSITION IDENTIFICATION AND APPROVAL

1. Position Identification: Each full-time opening shall be classified by:
 - Academic discipline (and sub-discipline, if appropriate);
 - Department(s) to which the position shall be assigned;
 - Tenure status (tenure-track, or non-tenure tract);
 - Position Type (replacement or new position);
 - Faculty Assignment (classroom or non-classroom faculty, or a combination thereof).
2. Position Request List: By October of each academic year, following approval by the Chancellor, each President shall submit to the Board of Trustees a ranked list of recommended full-time faculty positions for the subsequent year, classified according to Item 2 above, and compiled by an internal process developed by the Academic Senate and the President, and approved by the President. The Board shall either approve (authorize for announcement) or disapprove (not authorize for announcement) each recommended position. The Board shall make clear any contingent terms for any approved positions. Positions authorized by the Board that remain vacant for two academic years will automatically be eliminated by June 30th of the second year.

SECTION III: RECRUITMENT

1. Opening position: Once a position has been approved by the President for recruitment, he or she shall open recruitment for the position by submitting a request to fill the position on the appropriate request to the Vice Chancellor or designee. Upon receipt of the request, the Vice Chancellor or designee shall appoint an HR Specialist to administer the recruitment process for that position.
2. Job Announcement Content: The job announcement shall determine the screening criteria for review of applicant files. Care must be taken to insure accurate and job-related criteria. It shall contain:
 - Opening and closing date
 - Summary of duties and responsibilities
 - Minimum qualifications.
 - Desirable qualifications
 - Application requirements and procedures
 - Special testing, if applicable Submission of materials, if required
 - EEO Statement
3. Job Announcement Development: The Vice Chancellor or designee shall provide a draft job announcement, including sample desirable qualifications, as well as the appropriate

minimum qualifications as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the Board of Governors of the California Community Colleges. The Vice Chancellor or designee shall then distribute the draft via the Dean to the departmental faculty and to the appropriate Vice President.

Departmental faculty shall have ten (10) business days from the date of notification to review and comment on the job announcement draft and to work with the Dean to prepare a list of any desirable qualifications for the position. The departmental faculty and the Dean may also recommend supplementary duties and responsibilities. The draft job announcement shall then be forwarded with any appropriate comments by the Dean to the Vice President. Following review with the President, the Vice President shall submit the draft to the Vice Chancellor or designee within three (3) business days, and may attach comments to the draft. In the absence of a timely response from the departmental faculty, the Vice Chancellor or designee may incorporate necessary revisions to the job announcement.

The Vice Chancellor or designee may edit, format and amend the job announcement as required, and shall forward the final job announcement to the President for approval. Within five (5) business days of receipt from the Vice Chancellor or designee, the President shall provide an opportunity for final review and comment by the Vice President, Senate President, and departmental faculty via their Dean. Final approval of the job announcement rests with the President.

4. Standard Advertising: All openings are advertised through HR. The HR Specialist shall inform the Dean and the Department Chair of the advertising that shall be placed for the position.
5. Supplemental Advertising: The Department Chair shall recommend in writing to HR any appropriate supplemental advertising including the amount and expense. The supplemental advertising must be approved by the Dean and shall be arranged by HR.
6. Minimum Posting: Open positions shall be advertised by the HR for a minimum of thirty (30) business days.

SECTION IV: APPLICATION PROCESS

1. Submission: Applications, resumes and other required materials are accepted only by HR, and may be submitted via mail, fax, electronically, or in person. Application materials shall not be returned to applicants except as approved in writing by the Vice Chancellor or designee. Candidates shall apply for multiple positions separately.
2. Application Period: Applications may be submitted for a set period of time or “until filled.” In the case where a position is “open until filled,” screening may not begin until at least thirty (30) working days after advertising has appeared in some public forum. In the case where a position is “open until filled,” applications submitted less than two (2) working days prior to the beginning of the screening process may be excluded from consideration.
3. Search Extension: The recruitment period shall be extended where the applicant pool has fewer than five minimally qualified applications, unless the HR Specialist, the Dean and

his or her selected discipline expert agree to forward the pool.

SECTION V: RECRUITMENT COMMITTEE

1. Discipline Experts: These shall be appointed when the Committee composition is determined.
2. Chair: The Dean of the Division/School or designee shall be the provisional convening chair. The actual Chair of the Committee shall be appointed from among the members of the committee by a committee vote at the first meeting. In addition, designated discipline experts shall be appointed by the committee from among its members. Committee members from either college including part-time faculty (who are not applying for the position), or members from outside the colleges may serve as discipline experts. Any associated costs will be covered by the college.
3. Size of Committee: There shall be no fewer than five (5) and no more than nine (9) voting members on the committee, and one non-voting EEO Representative.
4. Composition of Committee: Approximately two-thirds (2/3) of the voting members of the Committee shall be full-time (tenured or tenure-track) district faculty (see chart below):

<u>Committee Size</u>	<u>2/3 Full-Time Faculty Required</u>
9	6
8	6
7	5
6	4
5	4

No fewer than three (3) members of the Committee shall be experts in the academic discipline of the recruited position, and may be drawn from district faculty or staff, or from external sources. An exception to the composition of the committee may be made upon approval of the Department Chair, Senate President, and President. No individual may serve as a member who has a conflict of interest as defined in the Conflict of Interest Statement.

5. EEO Representative: The EEO Representative shall be appointed by the Vice Chancellor or designee, and may be replaced as necessary by another qualified staff member. Only a trained staff member may serve as an EEO representative. There shall be one non-voting EEO Representative appointed by HR who may be drawn from any unit of the District. If all members of the committee have been currently trained for EEO, then the Chair will act as the EEO Officer and be a voting member.

6. Committee Formation: The President or designee shall coordinate the formation of the Committee. After notification from HR that a position has been opened for recruitment, the President or designee shall notify the Senate President of the formation of a Committee. The Department Chair, or in the absence of a Department Chair the Dean, shall recommend to the Academic Senate no fewer than four (4) Committee members, subject to Section V.2: Composition of Committee, above, from which the Academic Senate shall vote to approve four (4) or more faculty appointments to the Committee. The President shall appoint up to an additional three (3) members.
7. Committee Membership Notification: The President or designee shall identify the Committee membership on the appropriate form, which shall identify the provisional Chair. The President may terminate the process if, in his or her judgment, the formation of the Committee has violated the integrity of the recruitment process. The Committee membership request shall indicate whether or not the process may proceed, and shall be signed by the President or designee and the Senate President.
8. Orientation: The HR Specialist or EEO Representative shall conduct an orientation meeting to explain roles, duties, expectations, timelines and the rating process to the Committee members. At this time, the Committee shall agree on the schedule. Electronic communication may be used to facilitate the orientation and/or scheduling meeting. All members must sign a Confidentiality and Conflict of Interest in Hiring Statement.
9. Relative Weights: At the Orientation, the Committee shall assign the values to be given to the application and the interview components. Neither the application screening nor the interview may be weighted less than 30 percent.
10. Duration: At the Orientation, the Committee shall determine the length of the interview.
11. Criteria: The Committee shall establish in writing the criteria to be used in screening the applications and selecting the applicants to be interviewed. The screening criteria shall be job related, and based on the position description and District recruitment regulation.
12. Interview Questions: All questions and other requirements must be kept confidential throughout the process. The Committee shall develop and forward to HR for approval a list of interview questions to be asked of each candidate, as well as any demonstration, exercise, presentation, portfolio or other requirement. The list of questions and requirements shall be provided to HR prior to screening, no later than the date candidates are selected for interview.

All questions and other requirements shall be job-related and composed with the intent of evaluating the candidate's knowledge and abilities in relation to the minimum and desirable qualifications as published in the formal job announcement. HR may provide sample questions at the request of the Chair for the consideration of the Committee.

The list of questions and other requirements as described above must be approved by a majority vote of the Committee. The Vice Chancellor or designee reviews all Committee-approved questions and other requirements if applicable to ensure compliance with District policies and State and Federal laws and regulations, and must approve all interview questions and other requirements prior to the interview. The Vice Chancellor or designee may make editorial changes; however, if a particular question is deemed by the Vice Chancellor or designee to be in need of substantive changes, these changes shall be

made in consultation with the Chair and/or designated discipline expert(s). The Chair or designee shall be provided with HR-approved list of questions and other requirements if applicable by the day of the interview.

13. Special Testing and Materials: Any special testing or extra application materials required by the position shall be established by the Committee, and approved by HR. Special testing shall be conducted under the supervision of HR.
14. Participation: Committee members are expected to be available as necessary for Committee functions, to participate fully in all required meetings and related committee responsibilities, and to complete screening functions in a timely manner. Any member who fails to complete screening in a timely manner, or who misses Committee meetings, may be subject to removal by the President after consultation with the Chair if appropriate, the Senate President, and HR. The scores or ratings of a committee member who withdraws prematurely or is removed shall not be counted in the uncompleted phase or section of the process. If such removal occurs, prior to drawing the line for interviews, every effort shall be made to replace the member with a suitable member, by mutual agreement between the Senate President and the President.
15. Minimum Membership: In the event that the committee membership falls below the required minimum number of members, the President, after discussion with the Senate President and HR, shall determine whether to restart the recruitment process, appoint a replacement committee member, or continue the recruitment process with fewer than the minimum number of committee members. In the event a replacement is needed, the President and Senate President shall mutually agree on a replacement, after consultation with the Dean and the Chair.

SECTION VI: SCREENING PROCESS

1. Determination of Application Completeness: HR determines which applications are complete based upon the criteria as published in the job announcement.
2. Qualification for Candidacy: No fewer than two (2) discipline experts from the Committee shall determine which applicants meet minimum qualifications as described in the job announcement and in accordance with the appropriate minimum qualifications as determined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges as adopted by the Board of Governors of the California Community Colleges. All applicant files which have been certified to meet minimum qualifications shall be included in the process to be considered by the Committee.
3. Equivalency: Applicants not meeting the minimum qualifications for the position as published in the formal job announcement may apply for equivalency in accordance with statute and code¹ by completing a supplemental application and providing appropriate evidence of qualifications equivalent to the published minimum qualifications. Applications for equivalency shall be evaluated by the discipline experts. A record shall be kept for each decision and included with the candidate's application file. At the Orientation meeting, the Discipline Experts shall announce and explain their decision(s)

¹ California Education Code §87359, California Code of Regulations, Title 5, §53430.

regarding any equivalency applications.

4. Calibration: At the Orientation meeting as described in Section V, Item 7, the Committee shall review the minimum and desirable qualifications and experience required for the position as published in the job announcement, and using these qualifications, establish appropriate, job-related standards for rating applicant materials.
5. Evaluation of Application Materials (Screening): The Committee may not begin to review applications until the appropriate application period as defined in Section IV, has elapsed. At the Orientation meeting, the committee in consultation with the Chair shall specify the time(s) and location(s) when application materials shall be available. During the screening process, committee members shall not print, copy, alter, append comments, or share any applicant materials and may not remove the files or their contents. Notes on the candidates must be kept in the Committee member's evaluation file, which shall be maintained by HR.
6. Scoring: Each application shall receive an independent evaluation according to job related criteria by each member of the Committee. The Committee members shall rate each applicant. For the initial screening, each Committee member shall use a scoring standard of zero (0) to four (4). The committee member will provide job-related reasons for any "0" rating. If the Committee member refuses to include a justification for a disqualifying score, that Committee member's score shall not be included in the Committee scoring.

When all committee members have completed their scoring process, the committee may convene to review the scores at the discretion of the chair if there seem to be anomalies or discrepancies in the scoring. If, by such conversation, a committee member wishes to change a score, this is permitted. If the discrepancy represents a disagreement, all scores shall stand.

7. Recommendation of Candidates for Interview: Using a final ranked list, without names, of candidates by score, the HR Specialist and the Chair shall meet to determine the lowest score to qualify for an interview. This meeting shall be announced to all members of the committee, and any member may attend and participate in the discussion. On the basis of the lowest qualifying score ("drawing the line"), HR shall assemble a list of candidates to be interviewed.
8. Inadequate Pool: If, after the completion of screening, the Committee is unable to recommend at least three (3) candidates for interviews, the President, in consultation with the Chair, the Vice Chancellor or designee, and the Senate President, may decide to reopen recruitment, continue with the present pool, or terminate the process.
9. Interview scheduling: The Chair shall schedule selected candidates for a first-level interview, according to the schedule adopted by the Committee, giving candidates at least five (5) business days' notice of the interview. Exceptions to the five-day notice may be granted by the Vice Chancellor or designee.

SECTION VII: INTERVIEW PROCESS

1. Materials: At the beginning of each interview meeting, the applicant's files shall be made available to the Committee. Each member of the Committee shall receive a schedule of interviews, and the interview questions.
2. Site: The Chair shall inform the HR Specialist of any special interview needs. After consultation with the Chair, the HR Specialist shall make the arrangements for the interview location.
3. Set Time: Each applicant shall be afforded the opportunity to have an interview of approximately equal length.
4. Questions: Each candidate shall be asked the same interview questions in the same order. During the interview, follow-up questions may be asked to clarify or further investigate a response given by a candidate. If, in the judgment of the EEO Representative, a follow-up question violates standards of non-discrimination, the EEO Representative shall direct the candidate to disregard the question. Every effort shall be made to maintain consistent standards of candidate evaluation throughout the interview process. Follow up question should be directly related to candidate responses. Any question by the candidate pertaining to conditions of employment—such as regarding salary, benefits,—must be referred to HR.
5. Group Discussion: Committee members shall be given an opportunity to discuss each applicant after each interview. Comprehensive discussion should not take place until after all interviews are completed. No discussion of any candidate may take place unless the EEO Representative and all Committee members are present. Committee members are encouraged to discuss candidates' fulfillment of job-related criteria in a candid and thorough manner. The EEO Representative shall be responsible for ensuring that discussion is limited to job-related criteria.
6. Score: Each Committee member is responsible for exercising his or her independent judgment in rating each candidate. Following the Committee's discussion of the candidates, each Committee member shall independently rate each candidate. At the conclusion of the interviews and any subsequent discussion, each member of the Committee shall enter a final interview score for each candidate, and then calculate the final total score from the appropriately weighted screening and interview scores. HR shall verify and compile final scores for all candidates.
7. Selection of Finalists: After the conclusion of interviews, the Chair and HR Specialist shall assemble a ranked list of candidates and their final scores. Using this list, the Committee shall determine the lowest score to qualify as a finalist for a second-level interview.

Under normal circumstances, the committee should make every effort to forward for second-level interview at least three (3) finalists. However, if in the Committee's determination, according to the process described above, there are fewer than three (3) qualified candidates, the committee may forward fewer than three (3) finalists. Any candidate forwarded for a second-level interview is recommended for employment without reservation by the Committee, and the President is free to select any of the finalists using his or her discretion and judgment of job-related criteria.

8. Termination of Search: In the event that the Committee is unable to recommend finalists to the President from the interviewed candidates, the search shall be terminated. The President, in consultation with the Chair, the Vice Chancellor or designee, and the Senate President, may decide that the position should be re-announced and advertised.

SECTION VIII: REFERENCE CHECKS

1. Timing: Official reference checks, in accordance with HR Guidelines, shall be performed prior to the submission of the recommended candidates to the President for second-level interviews.
2. Required Professional References: Each applicant shall be asked to provide at least three references, preferably from the following categories:
 - current supervisor(s); previous supervisor (from the past five years);
 - colleague/co-worker who can address professional competency and appropriate practical skills;
 - other professional references.

If the individual provided as a reference is unavailable, or if the candidate fails to provide sufficient references, HR, in consultation with the Chair, may request additional references from the candidate.

3. Reference Contacts and Application Review: The Chair and/or designated Committee member, shall conduct the reference checks. The HR Specialist shall verify all data on the application. The Chair or designated Committee member shall check professional references as provided by each finalist using the appropriate HR format.

Each reference for each finalist shall be asked the same questions about that finalist, and shall be asked whether he or she can recommend the finalist in question without reservation, and, if not, to specify these reservations. These questions may be sufficiently open to permit the reference adequate opportunity to offer a recommendation and assessment of the candidate. The reference checker(s) may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The reference checker(s) shall ask no question that is impermissible under applicable laws prohibiting discrimination in employment, or that seeks information unrelated to the qualifications for the position. The reference checker(s) shall not provide any derogatory or confidential information about the finalist, and shall not provide with any assessment of the quality of the finalist's qualifications. The District may also use a third party to check references, and/or application data.

4. Reference Check Review: When reference checks are completed, the recruitment committee may reassemble to review and to discuss the reference checks for each of the provisional finalists. The committee representatives and HR Specialist(s) who conducted the reference checks shall respond to questions and describe their general and specific responses to responses of the references. As a result of the information gained during reference checks, the committee may decide to remove a candidate from the list of finalists, and may reconsider and submit an additional finalist. If a finalist is removed, the Chair shall inform the President of the Committee's decision to remove the finalist, and

explain its basis. If a replacement finalist is added to the list, references shall be checked as described above, and the committee reconvened if necessary. At the conclusion of these meetings, a list of finalists shall be forwarded to the President via the Chair.

SECTION IX: SECOND-LEVEL INTERVIEW

1. Finalists: The President shall be provided an unranked list of finalists by the Chair, and a report of the final scores for all candidates; this report shall not show the names of the candidates. In addition, in the event that a preliminary finalist as described in Section VIII, Item 4 is not forwarded for a second-level interview, the President shall be provided with the Chair's report of the Committee's decision.
2. Interview: The President shall interview each candidate in the company of at least one vice president or designee. Only the President, Vice President(s) or designee, and the Chair (at the President's discretion) may attend second-level interviews, and any Vice President, or Chair who attends any interview must be present for all interviews. If the Chair is not present for the interviews, the President shall consult with the Chair after the second-level interviews and before any offer of employment is made.
3. Second-level Interview Schedule: Finalists shall be given at least five (5) business days notice of the interview. However, as determined by the Vice Chancellor or designee in consultation with the President and the Chair, candidates may be afforded an expedited second-level interview provided the committee has completed its interviews and deliberations for that candidate. This expedited interview is granted as a courtesy to the candidate, and does not signify that the candidate shall be recommended as a finalist.
4. Content: The President may ask any job-related questions, may ask follow-up questions, and may provide clarification of ambiguous or unclear questions. The Vice Chancellor or designee must review any questions, exercises, or other requirements prior to the interview to ensure compliance with District policies and State and Federal laws and regulations.
5. Substantially Similar Interviews: Although variations are permitted throughout the interview process, the President shall give each candidate a substantially similar interview of approximately the same duration, involving the same segments and exercises.
6. Consultation: The President shall consult with the Chair after the second-level interviews and before any offer of employment is made.
7. Presidential Reference Checks: Following candidate interviews, the President or his or her designee may make further job-related reference checks and may at the discretion of the President be assisted in this effort by those who assisted with presidential interviews and/or the Chair.
8. Recommendation for Appointment: The President shall select a candidate for recommendation for appointment to the job. The President may choose to rank candidates in order and recommended offer of appointment according to that order until an offer of appointment is accepted. Should a candidate accept an offer of appointment and then later rescind that decision, the President shall have the right to extend an offer to another candidate from among the recommended finalists. All appointments are subject to Board approval.

9. Termination of the Search: In the event that the President decides not to select a finalist from those forwarded by the Committee, the search shall be terminated. The President, in consultation with the Chair, the Vice Chancellor or designee, and the Senate President, may request that the Committee reconvene to determine if additional candidates can be forwarded. Failing to find a successful candidate from the existing pool, the President may decide that the position be re-announced and advertised.

SECTION X: CONFIRMATION PROCESS

1. Board Item: With the Chancellor's authorization, HR shall prepare the Board agenda item for consideration and approval by the Board.
2. Decision: The Board may hire or decline to hire the recommended candidate. If a candidate is hired, such offer of employment shall be conditioned upon successful completion of any required background checks.
3. Background Checks: Consistent with applicable Federal and State law, and when job-related, after an offer of employment has been made, but prior to the commencement of employment, physical testing and background checks as required for the specific position shall be initiated and completed by HR. Any required physical exams shall be paid for by the District. If a finalist fails to satisfy HR in regard to the result of any investigation, HR, after consultation with the President, may revoke the offer of employment.

SECTION XI: LATE VACANCIES AND EMERGENCY APPOINTMENTS

1. Vacancy before Board Approval of Position Request List: Any full-time vacancy which occurs after the compilation of the Position Request List as described in Section II, Item 2, but before Board approval of the list, may be added to the list submitted for Board approval according to an internal process developed by and mutually agreed upon the Academic Senate and the President, and approved by the President.
2. Vacancy after Board Approval of Position Request List: If a vacancy occurs after Board adoption of the Position Request List as described in Section II, Item 2, but before the commencement of recruitment for that academic year, the President and the Academic Senate may add that position to the approved list for recruitment in that academic year, its position on the list to be determined by an internal process developed by and mutually agreed upon the Academic Senate and the President, and approved by the President. The new position shall be submitted to the Board for approval.
3. Emergency Appointments: If a vacancy occurs after the commencement of the academic year, and in the judgment of the President, in consultation with the Senate President, there exist sufficient grounds for an immediate appointment to fill that position, the President may hire an interim/short-term replacement for the remainder of the academic year according to a process developed by and mutually agreed upon the Academic Senate and the President, and approved by the President.

Reference

*Education Code Sections: 70901.2, 70902(6), 87100 et seq.
Title 5, Sections: 53000 et seq., 51023.5
Accreditation Standard III, A.1*