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**Board Policy**  
Chapter 7 – Human Resources

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**BP 7120 RECRUITMENT AND SELECTION**

The Superintendent/President shall establish administrative regulations for the recruitment and hiring of employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 Equal Employment Opportunity.
- 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 administrative regulations regarding the Academic Senate's role in local decision-making.

**Recruitment and Selection of Faculty** (Also see BP/AR 7210 Academic Employees)

The actual employment of personnel is a discretionary function of the Board of Trustees according to State law and cannot be delegated. The Board, however, recognizes and embraces its further legal responsibility under Education Code Section 87360 to adopt hiring criteria, policies, and procedures for faculty which have been jointly developed and agreed upon with the Academic Senate.

Procedures and guidelines set forth in AR 7120 Recruitment and Selection ~~AR 3211~~ are established to employ highly qualified college faculty who are experts in their subject areas, who are skilled in teaching and serving the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and represent the diversity of the District community.

The Superintendent/President and the Academic Senate shall jointly develop and agree upon Administrative Regulations governing specific procedures for the hiring of faculty.

All offers of contract regular academic employment are official only when approved by the Board of Trustees and issued in contract form from the Office of Human Resources.

Official employment begins on the date specified by the Board of Trustees consistent with the academic calendar.

**Recruitment and Selection - Academic Administrators** (Also see BP/AR 7250 Educational Administrators)

The selection of academic administrative personnel shall be accomplished in compliance with applicable provisions of the Education Code, Title 5, and the District's equal employment opportunity policy.

The Board of Trustees reserves the right to select the Superintendent/President. All other academic administrative positions may be filled by the Superintendent/President subject to final approval by the Board of Trustees.

All academic administrative employees shall serve at the pleasure of the Board of Trustees unless the administrator and the District have entered into an employment contract. In such cases, the terms of employment shall be those set forth in the employment contract and any applicable Board policy and Administrative Regulation.

Also see BP/AR 3410 Nondiscrimination, BP/AR Equal Employment Opportunity, BP/AR 7100 Commitment to Diversity, and AR 7120 Recruitment and Selection.

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., and 87458;  
Title 5 Sections 53000 et seq. and 51023.5;  
ACCJC Accreditation Standard III.A.1

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*(Replaces SMC BP 3211 and BP 3431)*