III.A.1

The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated and address the needs of the institution in serving its student population. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority.

Evidence of Meeting the Standard:

LACCD Board Rules specify processes for recruiting and selecting full-time and adjunct faculty and administrators). Recruitment and selection of classified managers, supervisors and staff follow the LACCD Personnel Commission rules. These rules are publicly available.

Faculty must meet minimum qualifications for their disciplines, as established by the State of California. Additional qualifications for faculty are determined locally to meet specific criteria within program areas. Hiring committees, and--in the case of adjunct faculty--division chairs consider elements beyond these minimum qualifications. Board Rules call for the selection of faculty members who are “expert in their subject areas, who are skilled in teaching and serving a diverse student population, and who can foster overall educational effectiveness.” Job listings include specific knowledge skills and experience the College seeks, as well as the duties and responsibilities for the position.

In filling a classified position, the College uses the job class specifications maintained by the Personnel Commission. These describe the position’s duties, the knowledge and skills needed, and the entrance qualifications. Each position is for a specific class.

The District recognizes the value of hiring diverse personnel. It publicizes employment opportunities on its website, and on the California Community Colleges’ Registry Plus website. The College makes additional local recruitment efforts to attract the most qualified applicants possible. The District’s award winning Project Match uses current faculty as mentors to people with the minimum qualifications for a faculty position, and provides additional training in best practices for the classroom. This program is intended to broaden the pool of highly qualified candidates whose diversity matches that of the Los Angeles area. Training includes information on how to apply for a job in the District, and mock job interviews.

Analysis and Evaluation:

West Los Angeles College seeks the most qualified faculty, staff and administrators to carry out its mission. The College has established clear procedures to hire qualified faculty, staff and administrators. These procedures follow LACCD Board Rules, Human Resources guidelines, State minimum qualifications, and Personnel Commission rules to
ensure the hiring of quality employees. Job announcements on the District’s employment opportunities websites include clearly defined job descriptions.

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1 (III.A-1-1-LACCD Board Rules Ch. X Art. III)
2 (III.A.1-2-LACCD Personnel Commission Hiring Procedures)
3 (III.A.1-3-LACCD Human Resources Guide R-000).

4 (III.A.1-5-Faculty State Min. Quals.).
5 (III.A.1-6-LACCD Human Resources Guide R-100)
6 LACCD Board Rules Ch. X Art. III
http://laccd.edu/Board/Documents/BoardRules/Ch.X-ArticleIII.pdf

7 Samples of faculty job descriptions.
8 C1121 form samples
9 (III.A.1-8-Personnel Commission Classified Job Descriptions).

10 (III.A.1-9-LACCD Employment Opportunities)
11 CCC Registry Plus report on LACCD:

12 Examples? Nabil mentioned going to a job fair….what was it?
13 Project Match; http://www.laccd.edu/Employment/Pages/Project-MATCH.aspx