	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-100
		ACADEMIC MINIMUM QUALIFICATIONS
ISSUE DATE: May 08,2008	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide dated January 9, 2007	CHANGES: Definition of Recruitment revised	

I. POLICY

It is the policy of the District to ensure that all persons employed in academic positions meet the minimum qualifications prescribed by the Board of Governors of the California Community Colleges as specified in [California Education Code § 87400 Employment for Academic Positions](#).

II. DEFINITIONS

- **Academic** service employees have responsibility for the operation of, or formulating policy for, the instructional or student services program ([California Code of Regulations, Title 5, § 53402](#)).
- **Administrator-in-Charge** is the Academic Manager or Academic Supervisor appointed by the President or appropriate Vice-President who is responsible for a specific academic selection process.
- **Applicant** is a person who has expressed an interest in employment with the District.
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.
- **Employee** is a person assigned to a specific position for a certain period of time.
- **Jobs** are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.
- **Recruitment** is the act of seeking prospective new employees.
- **Selection** is the process of choosing one candidate over other candidates to fill a particular position.

III. REQUIREMENTS

- A. All applicants for Academic Service must meet the minimum qualifications for the instructional discipline or other academic field as specified in [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) published by the Board of Governors of the California Community Colleges. Applicable rules include the following criteria:
 1. Degrees and credits generally must be from a postsecondary institution accredited by the American Council of Education.

2. Postsecondary foreign transcripts must be evaluated by any of the agencies approved by the [California Commission of Teaching Credentialing](#).
3. An occupational license or certificate is required to meet certain qualifications.
4. A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the instructional discipline or other academic field list published by the Board of Governors. See HR Guide R-101, The Faculty Equivalency Process, for details.

B. General Policy and Procedures

1. **Responsibilities:** It is the responsibility of each College/Division to establish review procedures that ensure only applicants who meet minimum qualifications are considered for selection. This process is a shared two-step process involving the hiring location and Human Resources, District Office.
 - a. **Hiring Location:** All personnel involved in the selection process shall review the applications for an academic position to be filled prior to any interview. The “administrator-in-charge” is responsible for ensuring that only those applicants judged to meet minimum qualifications (MQ) are invited to interview.
 - b. **Human Resources, District Office:** Upon selecting a specific candidate for a particular position, the hiring location forwards the documents listed below to New Hire Unit, Human Resources, District Office for audit.
 - **Full-Time Assignment:** Form C327, Academic Selection Checklist (Faculty)
Form C331, Academic Selection Checklist (Administrator)
 - **Adjunct Assignment:** District Academic Application
Postsecondary Official Transcripts
Verification of Experience (VOE)
2. **Evaluation of Final Candidate:** The evaluation of the final candidate by Human Resources, District Office, and in the case of an emergency adjunct faculty appointment, the administrator-in-charge, considers the following criteria:
 - Has the packet been completed within twenty (20) working days?
 - Is the educational degree consistent with the discipline to be taught?
 - Is the experience, based on full time equivalent hours, sufficient?
3. **Final Disposition:** Upon completion of the evaluation of the candidate’s qualifications, Human Resources, District Office, notifies the college in writing of the final disposition as follows.
 - a. **Meets Minimum Qualifications:** The college is instructed to prepare a new hire personnel action. See [HR Guide P-110, New Hire](#), for details.
 - b. **Fails to Meet Minimum Qualifications:** The applicant and college are notified of the reason why the candidate fails to meet minimum qualification. When applicable, the emergency adjunct assignment must be terminated.

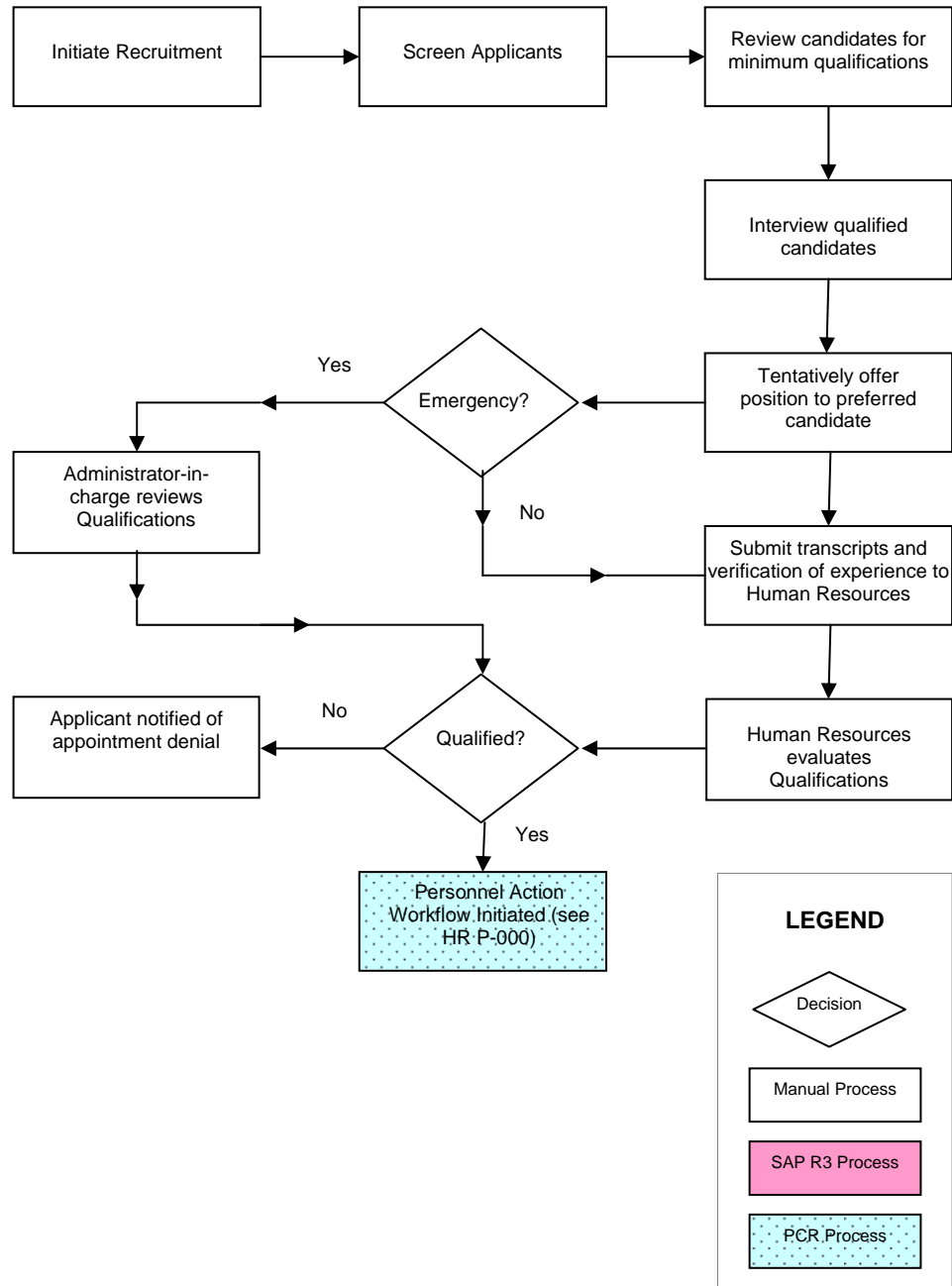
2. **Assignment Authority**

- a. **Regular Probationary, Limited, or Long Term Substitute Assignments:** Candidates shall not be assigned or permitted to start work until the evaluation of minimum qualifications has been completed by Human Resources, District Office.
 - b. **Adjunct or Day-to-Day Substitute Assignments:** Candidates may begin work on an emergency basis if tentatively judged qualified by the administrator-in-charge. Such assignments are, however, subject to termination if the candidate is found not qualified through the audit process performed by Human Resources, District Office.
- C. **Selection Processes:** The specific selection process for academic positions varies slightly depending upon the job and unit involved. Detailed procedures for the selection of each category can be found in the Human Resources Guides listed in the table below.

TABLE R-100 ACADEMIC SELECTION PROCESSES SUMMARY		
CATEGORY	DEFINITION	HR GUIDE
Administrator	Presidents	R-111 President
Administrator	Vice-President, Dean, Associate Dean, Assistant Dean	R-112 Academic Administrators
Faculty	Regular Instructors, Counselors and Librarians	R-120 Regular Faculty
Faculty	Regular Consulting & Special Assignment Instructor	R-121 Faculty, Special Assignment & Consulting
Faculty	Limited Instructor, Counselor and Librarian	R-122 Faculty, Limited
Faculty	Instructional Television Faculty	R-123 Faculty, ITV
Faculty	Program for Adult Continuing Education Faculty	R-124 Faculty, PACE
Faculty	Department Chairs	R-125 Department Chair
Adjunct Faculty	Adjunct Instructors, Counselors, Librarians, and Instructor Special Assignment	R-130 Faculty, Adjunct
Faculty Substitutes	Substitute Instructors, Counselors, and Librarians	R-140 Faculty Substitutes

FIGURE R-100

ACADEMIC MINIMUM QUALIFICATIONS WORKFLOW



IV. **ADDITIONAL SOURCES**

CALIFORNIA CODE OF REGULATIONS

[California Code of Regulations Title 5 Section 53402](#)
[Minimum Qualifications for Faculty and Administrators in Calif. Comm. Colleges](#)

LACCD BOARD RULES

[Board Rule 1202 Non-Discrimination Policy](#)
[Board Rule 10301 Selection and Assignment of Faculty](#)
[Board Rule 11203 Rules Governing Merit System for Classified Employees](#)

CALIFORNIA EDUCATION CODE

[California Education Code 87400 Academic Qualifications](#)

HUMAN RESOURCES GUIDES

[R-000 Recruitment Selection and Employment](#)
R-111 Presidents
R-112 Academic Administrators
[R-121 Instructor, Consulting & Special Assignment](#)
[R-122 Faculty, Limited](#)
[R-123 Faculty, ITV](#)
[R-124 Faculty, PACE](#)
[R-125 Department Chairs](#)
R-130 Faculty, Adjunct
[R-140 Faculty, Substitutes](#)