

Letter of Understanding (LOU)
Between
San Joaquin Delta Community College District
And The
San Joaquin Delta College Teachers Association

This Letter of Understanding (“LOU”) is made effective as of February 26, 2024 and has been jointly prepared by representatives of the San Joaquin Delta Community College District (“District”) and the designated representatives of the San Joaquin Delta College Teachers’ Association (“SJDCTA”), the exclusively recognized employee organization within the District for all full-time and part-time faculty, including librarians and counselors. The District and SJDCTA agree to the following:

This LOU is an agreement between the District and SJDCTA to temporarily modify part of AP 7120 as listed below, to accommodate the numerous hiring committees.

Strike Through = Deletion
Bold, Underlined, Italics = New language
Regular font = current language

II. GENERAL RECRUITMENT AND SELECTION PROCEDURES FOR ALL POSITIONS

D. Job Announcements and Recruitment Plans

Job announcements will be produced in accord with Title 5 Section 53022.

Job announcements will be posted and recruitments plans will begin only after the hiring committee has met,

reviewed and job description, and created a schedule for the recruitment plan.

The recruitment for all faculty and academic administrator position shall proceed in the following order:

- Entitlement approved by Board of Trustees.
- Hiring Committee established.
- Hiring Committee has First Meeting, Chair Elected.
- Hiring Committee reviews the Job Description and, under the guidance of the EEO Officer, may seek assistance from the Academic Senate, appropriate faculty and staff, shared governance committee(s), and Equity Groups.
- Hiring Committee develops Recruitment Plan and Schedule and, under the guidance of the EEO officer, may seek assistance from the Academic Senate, appropriate faculty and staff, shared governance committee(s), and Equity Groups.
- Hiring Committee Chair and HR Director confer on recruitment plan.
- For Faculty positions, transfer notices will be posted for a minimum of seven (7) calendar days. If transfer requests are received, the District will notify the Hiring Committee chair and the transfer process will then be initialed and followed as outlined in the collective bargaining agreement.
- Advertisements of position with job description will be placed, at minimum, onto the Delta website, the California Registry, and the Journal of Higher Education for thirty (30) days. Advertisements may also be placed in any additional equity related sites as recommended by the Academic Senate, appropriate faculty and staff, shared governance committee(s), and Equity Groups.
- HR **or a delegate appointed by the Vice President of Human Resources & Risk Management** continually-reviews applications for minimum qualifications.
- Applications meeting minimum qualification are continually forwarded to Hiring Committee Chair.
- Once the Hiring Committees has received the required number of Candidates, interviews may begin.

E. Receipt and Duration of Applications

The Human Resources Office will receive and collect all applications. and HR or a delegate appointed by the Vice President of Human Resources & Risk Management will verify the completeness of all materials. All application and materials of Candidates (Applicants with minimum qualifications for the same position) will be provided to the Selection Committee for consideration. If a need to hire for the same position and job classification arises within a six (6) month period from the original recruitment hire date, the area manager may request Human Resources send to the Superintendent/President an Eligible Candidate from the original recruitment Hiring Pool, as determined by the Second Level Interview Committee, or, in the case of a classified confidential, send to the Superintendent/President applicants from the original recruitment Hiring Pool as determined by the first level interview. In either case the Superintendent/President may select from the recruitment Hiring Pool the eligible candidate to be sent to the Board of Trustees, if the Advanced Candidate is no longer available and the hiring pool is exhausted, a new recruitment shall begin. After six (6) months, the vacancy will be treated as a new vacancy and shall be re-advertised. Applicants must resubmit applications to reapply. Once submitted, applications and accompanying information become the property of the District and are not returned to the applicant.

III RECRUITMENT AND SELECTION PROCEDURES FOR ADJUNCT FACULTY

B. Pre-Interview Process

1. The Human Resources Office or delegate appointed by the Vice President of Human Resources & Risk Management is responsible for promptly-screening applications for minimum qualifications. In the event that an applicant has requested a review for equivalency a determination needs to be made regarding equivalency, the application will be forwarded to an appropriate equivalency committee (Board Policy 7211, Minimum Qualifications, Equivalencies, and Faculty Service Areas).

This LOU will sunset on May 31, 2025.

For the District:

For the Association:

DocuSigned by:
Bradley Salters 3/6/2024 | 12:21 PM PST
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Bradley Salters Date
Chief Negotiator for the District
Vice President of Human Resources &
Risk Management

DocuSigned by:
Dr. Elizabeth Maloney 2/29/2024 | 8:53 AM PST
A449DC09B77E40A...
Dr. Elizabeth Maloney Date
Chief Negotiator for the SJDCTA
President, SJDCTA

DocuSigned by:
Dr. Lisa Aguilera Lawrenson 3/8/2024 | 9:42 AM PST
BD4B2F644D5142E...
Dr. Lisa Aguilera Lawrenson Date
Superintendent/President
San Joaquin Delta College