

## Policy and Procedure Review

2-12-2026

**BP 3570 Smoke-Free Learning Working Environment** – Addition of vaping language was recommended by the Board Policy Review Committee and approved by College Council. Based upon research, recommended language was added.

**AP 3570 Smoke-Free Campus Environment** - The addition of vaping language to BP 3570 was at the direction of the Board Policy Review Committee and approved by College Council. Language in this AP, added to align with updates to the BP.

**AP 3920 Communication with the Public** - Reviewed for accuracy and webpage links updated. There have been no CCLC updates.

**AP 7120 Employment Recruitment** - CCLC 44 updated this procedure to add a legal citation and add that a district's local practice regarding recruitment and hiring of academic employees should include information on an applicant's required disclosure of sexual harassment pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. Please note there is some duplication in the AP as it relates to screening ("reference checks" with the same language in two places).

**AP 7160 Professional Development** - The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard.

**AP 7211 Faculty Service Areas Minimum Quals and Equivalencies** – The Service updated this procedure to clarify when the District may not grant an equivalency for faculty assigned to teach upper-division courses in a baccalaureate degree program pursuant to the revised Title 5 regulations on baccalaureate degree programs. This is a 10+1.

**AP 7212 Temporary Faculty** – Changes recommended by General Counsel and approved by Human Resources to revise Equivalency Committee language. This is a 10+1.

**AP 7400 Travel** - Revision clarifies that travel between the three campuses does not automatically qualify for employee mileage reimbursement unless an employee is specifically assigned to work at a campus other than their designated "headquarters" on the same day and uses their personal vehicle. Staff members required to work at other locations, such as a high school for outreach or sites outside the COM campuses, will continue to qualify for mileage reimbursement.

### List of Board Policies and Administrative Procedures Currently Under Active Review/Revision

*BP 1200 Mission*

*BP 2015 Student Trustee*

*AP 2320 Special and Emergency Meetings*

*AP 2710 Conflict of Interest*

*BP 3250 Institutional Planning*

*AP 3310 Records Retention and Destruction*

*AP 3415 District Response to Immigration Enforcement Actions*

*AP 3433 Prohibition of Sexual Harassment Under Title IX*

*AP 3434 Responding to Harassment Based on Sex under Title IX*

*AP 3435 Discrimination and Harassment Procedures*

*AP 3436 Hazing*

*AP 3510 Workplace Violence Plan*

*AP 3715 Intellectual Property*

*BP 3850 Display of Flags*

*BP 4010 Academic Calendar Review*

*AP 4020 Program Curriculum and Course Development*

*AP 4021 Program Revitalization and Intervention*

*AP 4023 Course Approval*

*BP 4025 Criteria for Associate Degree*

*AP 4025 Criteria for Associate Degree and General Education*

*BP and AP 4100 Graduation Requirements*

*AP 4110 Honorary Degrees*

*AP 4222 Remedial Coursework – Academic Senate reviewing*

*BP 4250 Academic Probation Dismissal Readmission*

*AP 4250 Probation*

*AP 4255 Dismissal*

*AP 4300 Field Trips and Excursions*

*BP and AP 5030 Fees*

*AP 5031 Instructional Materials Fees*

*AP 5040 Student Records and Directory Information*

*BP and AP 5050 Student Success Support Program*

*AP 5075 Credit Course Adds and Drops*

*AP 5110 Counseling*

*AP 5140 Student Accessibility Services*

*AP 5150 EOPS*

*AP 5160 Open Educational Resources*

*AP 5300 Student Equity*

*BP and AP 5420 Associated Students Organization Finance*

*BP 5450 ESCOM Emeritus Students College of Marin*

*BP 5500 Standards of Conduct*

*AP 5520 Student Discipline and Due Process*

*BP/AP 6700 Civic Center and Other Facilities Use*

*AP 6900 Bookstore*

*AP 7216 Academic Employees - Grievance Procedure for Contract Decisions*

*AP 7120 Employment Recruitment*

*BP 7210 Academic Employees*

*BP 7348 Outside Employment Conflict of Interest – next to Board Policy Review Committee*

*AP 7385 Salary Deductions*

*BP/AP 7600 District Police*

For current Board Policies and Administrative Procedures that are posted online please see [Policies & Procedures](#).

**General Institution**

Addition of vaping language was recommended by the Board Policy Review Committee and approved by College Council. Based upon research, recommended language was added. Mici 1-27-2026  
Approved. Eresa/Finance and Ops 1-27-2026

**BP 3570 SMOKE-FREE LEARNING AND WORKING ENVIRONMENT****References:**

Government Code Section 7597.1;  
Labor Code Section 6404.5;  
Education Code Sections 70902 and 76033(e)

~~The Board recognizes the relationship between smoking and various health risks, including lung disease, cancer and heart disease. Furthermore, a strong link between environmental smoke or “secondhand smoke” and health risks has also been demonstrated.~~

In light of evidence that the use of tobacco and nicotine and exposure to secondhand smoke and aerosol (commonly referred to as “vapor”) from electronic devices pose significant health and environmental hazards, the Board recognizes the relationship between smoking and various health risks, including lung disease, cancer, and heart disease. Therefore, the District has established a smoke and vapor-free environment.

The term “smoking” in this policy refers to engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.

Therefore, the Board prohibits smoking by all employees, students, and visitors at all times on any District property EXCEPT in Designated Smoking Areas. District property refers to any and all buildings, parking lots, District vehicles, as well as property on the Kentfield Campus, the Indian Valley Campus, and the Bolinas Field Station property.

~~The term smoking in this policy refers to engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.~~

Also see AP 3570 Smoke-Free Learning and Working Environment and BP/AP 3550 Drug and Alcohol-Free Environment and Drug and Alcohol Abuse Prevention Program (DAAPP)

*Office of Primary Responsibility:* Finance and Operations

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Date Adopted: January 20, 2009

Date Reviewed/Revised: July 19, 2011; April 17, 2018; October 15, 2024; October 29, 2025

**Date Revised:**

**General Institution**

The addition of vaping language to BP 3570 was at the direction of the Board Policy Review Committee and approved by College Council. Language in this AP, added to align with updates to the BP.

Mici 1-27-2026

To Eresa/Finance and Ops 1-27-2026

**AP 3570 SMOKE-FREE LEARNING AND WORKING ENVIRONMENT****References:**

Government Code Sections 7596, 7597, 7597.1, and 7598;  
Health and Safety Code Section 104495;  
Title 8 Section 5148  
Labor Code Section 6404.5;  
Education Code Sections 70902 and 76033(e);  
Penal Code Sections 602 and 853.6;  
Vehicle Code Section 4000.1;  
Marin County Ordinance 3464

This procedure applies to employees, students, vendors, visitors, and other persons who use the vehicles and facilities on the campuses or centers that are part of the District. Signs prohibiting smoking shall be prominently displayed. The policy will be communicated via District communication means including course schedules, catalogs, student and employee handbooks, posters, and the web site.

The term “smoking” in this procedure refers to engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.

Smoking shall be permitted only in designated areas clearly indicated by “Designated Smoking Area” signage. Designated Smoking Areas shall be subject to review and possible change.

If an individual is identified as violating the Smoke-Free Campus Environment Policy, the Campus Police and/or manager should be notified immediately. Individuals refusing to comply with the Smoke-Free Campus Environment Policy should be referred to the manager and/or Campus Police who may issue a citation or follow discipline procedures. Repeat student violators will be referred to the appropriate administrator for violation of the Student Conduct statement. Employees who are repeat violators may be subject to the disciplinary process according to the appropriate collective bargaining or administrative agreement. All others will be asked to leave District property and if they refuse, may be subject to arrest for trespass according to Penal Code Section 602.

Smoking products, including but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, marijuana, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g. e-cigarettes and vaporizers) may not be used within 30 feet of any facility and 250 feet of a sporting event. A sports event is any practice, game, or any other related activity organized by an entity at which athletes are present.

Staff shall not use tobacco products while in the performance of their duties, while in a uniform, or in accordance with this procedure.

The sale and use of tobacco products is prohibited on District property.

Information for students and employees regarding smoking cessation, local treatment centers, and literature on the issue shall be available in the Health Center as well as the Human Resources Office.

*See also* BP 3570 Smoke Free Learning and Working Environment and BP/AP 3550 Drug and Alcohol-Free Environment and Drug and Alcohol Abuse Prevention Program (DAAPP)

*Office of Primary Responsibility:* ~~Administrative Services~~ [Finance and Operations](#)

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Date Approved: June 28, 2011

Date Revised: November 13, 2012; March 13, 2018; April 18, 2023

**Date Revised:**

**General Institution**

Reviewed for accuracy and webpage links updated. Mici 9-19-2025  
Reviewed without comment. Nicole/Marketing and Communications. 1-21-2025

**AP 3920 COMMUNICATION WITH THE PUBLIC****References:**

2 California Code of Regulations Section 18901;  
Government Code Sections 89041.5 and 89001

The Marketing and Communications Office (Marketing and Communications) strives to embrace diversity in all forms. This procedure applies to all members of the College community including partner organizations. Members of the campus community are responsible for engaging in effective communications that reflect College of Marin's commitment to providing equitable opportunities and fostering success for all members of its diverse community.

Marketing and Communications is responsible for providing leadership on the District's strategic communication efforts; internal and external marketing, advertising, and communication campaigns; public relations, government relations, and public information; and coordination of the College-wide branding and graphic standards program.

All publications will present a consistent image including use of logo, typeface, and theme. All official external and College-wide internal marketing and communications representing College of Marin must be approved by Marketing and Communications.

The Director of Marketing and Communications is the District spokesperson and is directed by the Superintendent/President to plan and implement a communications strategy that builds awareness of District activities by:

- Fostering contacts with media personnel, community organizations and leaders, business representatives, governmental agency staff, students, and the general public.
- Collaborating with senior managers, students, and other District staff to plan strategies for campaigns, communication of District information, and planning special events and public relations activities.
- Advising District staff on matters related to the image and promotion of the College, including branding and other imaging for District collateral material, media relations, and crafting responses to media inquiries.
- Conceptualizing, developing, and composing original feature stories, news releases, marketing campaigns, campus updates, and other publicity and communications material.

Further details related to District publications and communications can be found in the College Branding Guidelines available on the District's website. <https://policies.marin.edu/branding-guidelines>

Marketing and Communications works closely with the members of the news media to facilitate the dissemination of accurate information about the District's news, events, and accomplishments. To ensure

that information about the College is accurate, consistent, and disseminated to the appropriate channels, Marketing and Communications is the only office authorized for communicating official announcements, events, news releases, and statements of the District. When members of the College community are contacted by the media, they must immediately refer the media representative to Marketing and Communications. The Director of Marketing and Communications will work with the appropriate administrators, faculty, and classified professionals on a response. All offices, departments, and programs must contact Marketing and Communications before initiating media contact for coverage of events and activities. Marketing and Communications will review requests and determine the strategy most effective in achieving the desired goal on behalf of the College. Media Resources are available on the District's [website \(https://president.marin.edu/media-resources\)](https://president.marin.edu/media-resources).

*Also see BP 1100 Marin Community College District*

*Office of Primary Responsibility: Marketing and Communications*

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Date Approved: April 19, 2011 (*Replaced College of Marin Procedure 7.0051 DP.1*)

Date Reviewed/Revised: October 18, 2022

**Date Reviewed:**

CCLC 44 updated this procedure to add a legal citation and add that a district's local practice regarding recruitment and hiring of academic employees should include information on an applicant's required disclosure of sexual harassment pursuant to changes in the Education Code. The Service also updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. Please note there is some duplication in the AP as it relates to screening ("reference checks" with the same language in two places). Mici 9-27-2024  
Approved, with edits as noted. Nikki/HR 12-19-2025

## AP 7120 EMPLOYMENT RECRUITMENT

### References:

Education Code Sections ~~80435~~, 87100 et seq., ~~87360~~, 87400, 87604.5, ~~87408-87408.6~~, and 88003, and ~~88021~~;  
Title 5 Code Sections 53021-53024, and 53406;  
ACCJC Accreditation Standard 3 III.A.1. ~~(formerly III.A.)~~

### I. General Provisions

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes mitigating unconscious bias and eliminating irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

#### A. Equal Employment Opportunity (EEO)

~~Commitment to Diversity:~~ In all phases of recruitment and hiring, equal opportunity shall be afforded to all employees and applicants for employment without discrimination on the basis of national origin, immigration status, religion, age, family and medical care leave, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth), military and veteran status or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District's EEO plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The Superintendent/President shall provide the Board of Trustees with an annual report regarding the District's EEO Plan. [For definitions related to this Administrative Procedures, please see the ~~Screening and Selection~~ Definitions-MCCD Screening Committee Guide.](#)

Equal employment opportunity issues are further addressed in *BP/AP 3420 Equal Employment Opportunity* and the District's *EEO Plan*.

#### **B. Permanent Academic, Management, and Classified Employees**

Human Resources will have primary responsibility for implementing Administrative Procedures for the employment of permanent academic and classified employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines. Applicants for all positions must demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.

### **II. Recruitment Methods for Management and Classified Positions**

#### **A. Position Authorization**

Recommendations for the creation and/or filling of positions shall be made in accordance with District governance or administrative processes. Approval for the filling of an authorized position that is vacant will be made by the Superintendent/President.

#### **B. Screening Committee Structure**

1. The Superintendent/President or designee may appoint the manager(s) for the committee and committee members. Classified employees will be appointed by the Classified Senate through the Classified Professionals Liaison Committee. Academic employees will be appointed by the Academic Senate.
2. Every effort will be made to ensure the diversity of screening committees. If the ~~Executive Director~~[Vice President](#) of Human Resources, or designee, does not approve of the Academic and Classified Senate appointments to a screening committee due to lack of diversity, they will take necessary steps to remedy the representation.
3. The Superintendent/President's *Standards of Decorum (SOD)* shall be **read out loud during the initial convening of the screening committee meeting.** ~~The SOD must be read and distributed at each convening, which~~ reminds committee members of the shared governance model under which we operate, highlights current needs in response to legislation and social issues, delineates processes for complaints and concerns, and creates an atmosphere of collegiality and collaboration so that members feel free to participate in the process and offer up opinions for debate.
4. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, diversity and the search/screening process [required by Title 5, §§ 53003\(c\)\(6\) and 53020\(c\).](#)
5. The committee will have District-wide representation, including a combination of administrators, faculty and classified staff, for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President or designee (See Human

Resources Screening Committee Composition Guidelines). Every effort will be made to fulfill the composition guidelines.

6. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
7. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

#### **C. Position Announcement**

1. The position announcement will describe the duties and responsibilities of the position based upon the approved job description. The announcement shall be reviewed by the appropriate administrator.
2. The advertising/announcement phase shall be long enough to allow for a comprehensive search, typically four (4) weeks for management positions and three (3) weeks for classified positions, and shall be in conformance with the District's EEO Plan and state and federal regulations.
3. The District shall actively recruit from both within and outside the District workforce to attract qualified applicants and shall include, as appropriate, regional and national outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District.
4. Recruitment for all open positions shall include, but not be limited to, placement of job vacancy announcements in diversity websites and publications.

#### **D. Minimum Requirements**

1. Applications and applicable materials shall be submitted using the District's website. Human Resources will conduct the initial review of the applications to ensure minimum requirements for the position are met.
2. All classified staff descriptions or announcements must include language that requires "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community."
3. All management descriptions or announcements must include language that requires "Demonstrated commitment to equity-minded practices in support of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination."
4. If an educational administrator applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate meets the minimum qualifications for a position, the application materials may be sent to the Academic Senate's designee(s).
5. In compliance with the California Code of Regulations, degrees and college level coursework that are required of an academic position must be authenticated via an official transcript or verification-of-true-copy transcript from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Further, applicants with foreign degree credentials must submit a Foreign Credential Evaluation (FCE) for degrees obtained outside the U.S. in order to demonstrate their U.S. equivalent. The College accepts FCEs from evaluation

agencies approved by the State of California Commission for Foreign Transcript Evaluation.

#### **E. Screening Process**

1. Screening criteria may be formulated by the committee for the purpose of identifying the best qualified applicants.
2. Screening criteria must include equity-minded, job-related qualifications that enhance equity, diversity, inclusion and reinforce the Knowledge, Skills and Abilities (KSAs) needed for the position. At least one screening criterion must be diversity/equity/inclusion related.
3. Applicant Screening: Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum requirements for the position. Committee members shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. Every effort should be made to screen in ~~and interview~~ throughout each phase of the recruitment process for each position.
4. The hiring administrator/designee or Human Resources will schedule the selected candidates' interviews and make necessary arrangements.
5. Interview Process: The screening committee will formulate questions to be used during the interview process and may, at its discretion, require pre-screening activities and/or assessments of the candidate's effectiveness as appropriate to the position. Interviews will be conducted using the previously agreed upon interview questions. All interview questions should be equity-minded (per the adopted definition), and at least two diversity/equity/inclusion questions and one technology-related question must be included when developing interview questions. Screening committee members shall individually evaluate each candidate based on their responses to the questions, the demonstration/presentation, and/or other type of performance indicator exercise(s), if applicable.

Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth and while consensus on finalist recommendations is desired, the purpose of a diverse screening committee is to bring different perspectives to the hiring process. As such, when consensus cannot be found, the screening committee may forward a summary of why consensus was not obtained to the next level interviewer(s) for consideration. The screening committee will prepare written documentation of these conclusions to Human Resources. If the committee cannot reach a consensus on finalists, the position may be reposted and the screening process restarted. At the conclusion of the interview process, all application and interview materials used and completed by the screening committee shall be returned to and retained by Human Resources.

6. Notification of Candidates: Human Resources will notify applicants who will not move forward to interview or will not move forward as finalists of their status.
7. Recommendations and Finalization of Selection
  - a. Management Positions

- i. Finalists will be recommended to the Superintendent/President or designee. The committee may send comments or a statement of reservation about the candidates along with their recommendation.
  - ii. At the discretion of the Superintendent/President or designee, the finalists will be invited for an interview with the Superintendent/President and/or designees.
  - iii. If the Superintendent/President or designee does not agree with the committee's recommendations, they will request that the search be extended or suspended.
  - iv. The name(s) of the finalist(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.
  - v. The Superintendent/President or designee will extend a conditional, verbal offer of employment. Upon the finalist's verbal acceptance, Human Resources will submit a conditional, written offer of employment and employment agreement.
  - vi. If there is not an acceptable candidate, the Superintendent/President or designee may request that the search be extended or suspended.
  - vii. Upon written acceptance of the offer of employment and employment agreement, the finalist's name will be submitted to the Board of Trustees for approval. If for any reason the selected finalist refuses the offer, the matter may be referred back to the screening committee by Human Resources.
  - viii. Notification of Candidates: The Superintendent/President or designee or Human Resources will notify the finalists not selected for the position of their status.
- b. Classified Positions
- i. The screening committee will recommend a finalist(s). Second interviews are appropriate in the event the supervisor or manager is unable to participate in the initial interview.
  - ii. The names of the finalists will be forwarded to the appropriate administrator or Human Resources for reference checking.
  - iii. The appropriate administrator or Human Resources will extend a conditional, verbal offer of employment. Upon the finalist's verbal acceptance, Human Resources will submit a conditional, written offer of employment.
  - iv. If there is not an acceptable candidate, the supervisor or manager may request that the search be extended or suspended.
  - v. Upon written acceptance of the offer of employment, the finalist's name will be submitted to the Board of Trustees for approval. If for any reason the selected finalist refuses the offer, the matter may be referred back to the screening committee by Human Resources.
9. The action of the Board of Trustees will be communicated to the candidates.

#### **F. Reference Checks**

1. Reference checks must be conducted prior to an offer's being made on all finalists, including internal and external candidates, for all recruited and interim positions.
2. Before contacting the references, permission should be obtained from the candidate so they may properly inform current employers/managers as indicated on the application.
3. At least one (1) diversity/equity/inclusion question must be included when checking references (template provided by Human Resources).

4. Every effort should be made to complete reference checks with at least three (3) of the candidate's provided references.
5. No individual serving on the screening committee may serve as a reference for any finalist.

### III. Recruitment Methods for Full-Time Faculty Positions

#### A. Vacancy

Recruitment for a permanent faculty position will be conducted whenever the District determines that a permanent faculty position will meet the need of the District or the mandates of the State Chancellor's Office, or to comply with the MCCD-UPM/AFT Collective Bargaining Agreement.

#### B. Screening Committee Structure

1. The Superintendent/President or designee may appoint the manager(s) for the committee and committee members. Classified employees will be appointed by the Classified Senate through the Classified Professionals Liaison Committee. Academic employees will be appointed by the Academic Senate.
2. Every effort will be made to ensure the diversity of screening committees. If the Executive Director of Human Resources, or designee, does not approve of the Academic and Classified Senate appointments to a screening committee due to lack of diversity, they will take necessary steps to remedy the representation.
3. The Superintendent/President's *Standards of Decorum (SOD)* shall be **read out loud and distributed at during each the initial convening screening committee meeting.** ~~The SOD, which~~ reminds committee members of the shared governance model under which we operate, highlights current needs in response to legislation and social issues, delineates processes for complaints and concerns, and creates an atmosphere of collegiality and collaboration so that members feel free to participate in the process and offer up opinions for debate.
4. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, diversity, and the search/screening process.
5. To ensure all screening committee members' voices and opinions are heard during the deliberation process, a faculty member may volunteer to co-facilitate along with the hiring manager. The co-facilitator may ask specific questions ~~to~~ of the screening committee members related to additional input they may have during the committee's discussions during the recruitment process. ~~For the sake of uniformity across screening committees,~~ ~~the~~ questions the co-facilitator will ask will be **enumerated in the committee materials and documented in the committee's materials for the recruitment file.**
6. The committee will have District-wide representation, including a combination of administrators, faculty, and classified staff, for the purpose of screening, interviewing, and recommending candidates to the Superintendent/President (see Human Resources Screening Committee Composition Guidelines). Every effort will be made to fulfill the composition guidelines.
7. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
8. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing

any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

### **C. Position Announcement**

1. In collaboration with the appropriate administrator and department chair, Human Resources will develop the position announcement to include:
  - a. a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
  - b. representative courses to be taught, if applicable;
  - c. minimum qualifications that:
    - i. conform to the California Community College Chancellor's Office's Minimum Qualifications for Faculty and Administrators in California Community Colleges;
    - ii. include "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff";
    - iii. include desirable "Knowledge, Skills and Abilities" which shall serve as the basis for the screening criteria, in conjunction with other required application materials.
2. The advertising/announcement phase shall be long enough to allow for a comprehensive search, typically four (4) weeks for full-time faculty positions, and shall be in conformance with the District's EEO Plan and state and federal regulations.
3. The District shall actively recruit from both within and outside the District work force to attract qualified applicants and shall include, as appropriate, regional and national outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District.
4. Recruitment for all open positions shall include, but not be limited to, placement of job vacancy announcements in diversity websites and publications.

### **D. Minimum Qualifications**

1. Applications and applicable materials shall be submitted using the District's website. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met.
2. All position announcements must include language that requires: "demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community."
3. Academic employees shall also possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community College System.
4. If the applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate meets the minimum qualifications for a position, the application materials will be sent to the Academic Senate's designee(s). An Equivalence Committee, made up of the Academic Senate president or designee(s) and one or two discipline faculty, will review applications to determine equivalency. (See AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies)
5. In compliance with the California Code of Regulations, degrees and college level coursework that are required of an academic position must be authenticated via an official transcript or verification-of-true-copy transcript from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council on

Postsecondary Accreditation. Further, applicants with foreign degree credentials must submit a Foreign Credential Evaluation (FCE) for degrees obtained outside the U.S. in order to demonstrate their U.S. equivalent. The College accepts FCEs from evaluation agencies approved by the State of California Commission for Foreign Transcript Evaluation.

#### **E. Screening Process**

1. Screening criteria may be formulated by the committee for the purpose of identifying the best qualified applicants.
2. Screening criteria must include equity-minded, job-related qualifications that enhance equity, diversity, inclusion and reinforce the Knowledge, Skills and Abilities (KSAs) needed for the position. At least one screening criterion must be diversity/equity/inclusion related.
3. Applicant Screening: Human Resources will provide the screening committee with access to view the application and applicable materials for all candidates who meet the minimum requirements for the position. Committee members shall individually review each qualified applicant's application materials using the previously agreed upon screening criteria. Following the screening, the committee shall develop consensus regarding the pool of applicants to be invited to interview. Every effort should be made to screen in and interview as many candidates as possible for each position.
4. The hiring administrator/designee or Human Resources will schedule the selected candidates' interviews and make necessary arrangements.
5. Interview Process: The screening committee will formulate questions to be used during the interview process and may, at its discretion, require pre-screening activities and/or assessments of the candidate's effectiveness as appropriate to the position, such as teaching demonstrations and presentations. Interviews will be conducted using the previously agreed upon interview questions. All interview questions should be equity minded (per the adopted definition), and at least two diversity/equity/inclusion questions and one technology-related question must be included when developing interview questions. Screening committee members shall individually evaluate each candidate based on their responses to the questions, the demonstration/presentation, and/or other type of performance indicator exercise(s), if applicable.  
Following the last interview, the screening committee will deliberate the candidates' strengths and areas for growth. The screening committee will prepare written documentation of these conclusions to Human Resources. If the committee cannot reach a consensus on finalists, the position may be reposted and the screening process restarted. At the conclusion of the interview process, all application and interview materials used and completed by the screening committee shall be returned to and retained by Human Resources.
6. Notification of Candidates: Human Resources will notify applicants not moved forward to interview or not moved forward as finalists of their status.
7. Recommendations and Finalization of Selection:
  - a. Finalists will be recommended to the Superintendent/President **or** designee. The committee may send comments or a statement of reservation about the candidates along with their recommendation.
  - b. At the discretion of the Superintendent/President or designee, the finalists will be invited for an interview with the Superintendent/President or designees.

- c. If the Superintendent/President or designee does not agree with the committee's recommendations, they will request that the search be extended or suspended.
  - d. The name(s) of the successful finalist(s) will be forwarded to the appropriate administrator or Human Resources for reference checking.
  - e. The Superintendent/President or designee will extend a conditional, verbal offer of employment. Upon the finalist's verbal acceptance, Human Resources will submit a conditional, written offer of employment.
  - f. If there is not an acceptable candidate, the Superintendent/President or designee may request that the search be extended or suspended.
  - g. Upon written acceptance of the offer of employment the finalist's name will be submitted to the Board of Trustees for official approval. If for any reason the selected finalist declines the offer, the matter may be referred back to the screening committee by Human Resources.
  - h. Notification of Candidates: The Superintendent/President or designee or Human Resources or designee will notify the finalists not selected for the position of their status.
8. The action of the Board of Trustees will be communicated to the candidates.

#### **F. Reference Checks**

- 1. Reference checks must be conducted prior to an offer's being made on all finalists, including internal and external candidates, for all recruited and interim positions.
- 2. Before contacting the references, permission should be obtained from the candidate so they may properly inform current employers/managers as indicated on the application.
- 3. At least one (1) diversity/equity/inclusion question must be included when checking references (template provided by Human Resources).
- 4. Every effort should be made to complete reference checks on at least three (3) of the candidate's provided references.
- 5. [No individual serving on the screening committee may serve as a reference for any finalist.](#)

#### **IV. Methods to Address Any Underrepresentation**

To demonstrate its commitment to Equal Employment Opportunity and create a diverse workforce, the District will employ the following additional methods to identify and address underrepresentation in the recruitment process:

- A. For any job category where continuing under-representation exists, the District will apply the recruitment procedures set forth in Title 5, section 53021 to conduct full and open recruitment for all vacancies and will not invoke the provisions for in-house interim appointments or the exception under 53021 (c) (7) for engaging an administrator through a professional services contract without first notifying the Superintendent/President in writing of the compelling reasons to do so. If the Superintendent/President determines that an exception to a full and open recruitment is warranted, the EEO Advisory Council will be notified.
- B. Screening committee members must adhere to the Superintendent/President's *Standards of Decorum* (SOD) for screening committees. The purpose of the SOD is to ensure screening committee members are participating equally and actively throughout the recruitment process. Members are also asked to provide equitable consideration and treatment of all candidates throughout the process, uphold EEO law and Marin Community College District (MCCD) Board policies, and recognize and disclose potential biases or conflicts of interest to the committee chair.

- C. All screening criteria and materials must be approved by Human Resources for compliance with equal employment opportunity.
- D. Monitoring by Human Resources for adverse impact will occur throughout the recruitment process.
- E. The Superintendent/President shall make all hiring decisions based upon careful review of the candidate(s) recommended by the screening committee. This includes the right to reject all candidates and to order further review or to reopen the position where necessary to achieve the objectives of the EEO Plan or to ensure equal employment opportunity.
- F. The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the EEO Plan, the District will request the EEO Advisory Council to recommend new recruitment methods to meet the EEO Plan objectives, or if necessary, to modify the EEO Plan to ensure equal employment opportunity.
- G. [Implement the action plan not limited to the strategies outlined in Plan Component 12: Methods to Address Any Underrepresentation in the EEO Plan.](#)

For Temp Pool recruitment methods see AP 7212 Temporary Faculty

*Also see* BP 7120 Employment Recruitment, AP 7126 Applicant Background Checks, AP 7210 Academic Employees, BP 7230 Classified Employees, BP 7250 Educational Administrators, BP 7260 Classified Supervisors and Managers, BP/AP 7330 Communicable Disease, BP 7335 Health Examinations, BP/AP 3420 Equal Employment Opportunity, BP/AP 3410 Nondiscrimination, and BP/AP 7310 Nepotism.

*Office of Primary Responsibility:* Human Resources

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Date Approved: June 28, 2011

*(Replaced College of Marin Policy 5.0013 and Procedures 5.0005 DP.1 and 5.0006.1 DP.2)*

Reviewed/Revised: May 16, 2017; October 20, 2020; May 17, 2022; May 16, 2023

**Revised:**

**Human Resources**

The Service updated this procedure to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards. The Service also updated this procedure to align content to the ACCJC Accreditation Standard. Mici 10-23-2024

Approved without changes. Cari/Instruction 11-05-2024

Copy to Mia 11-05-2024

Approved. Nikki/HR 11-20-2025

Approved. Holly/Institutional Effectiveness 1-27-2025

Approved. Alyssa Graff/PLDC 1-28-2026

**AP 7160 PROFESSIONAL DEVELOPMENT****References:**

Education Code Sections 87150 et seq;  
ACCJC Accreditation Standard ~~III.A.14~~ 3.2

~~The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission. The District will evaluate these programs and use the results of the evaluation as the basis for improvement. The institution supports its employees with professional learning opportunities aligned with the mission and institutional goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.~~

The District shall establish a professional development plan consistent with the Educational Master Plan and District strategic priorities.

The Superintendent/President shall annually submit to the Chancellor of the California Community Colleges an affidavit that contains all of the following:

- A statement that Marin Community College District has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The Marin Community College District has completed a District-wide human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

Needs assessments surveys will be conducted to identify professional development needs among employees. Professional Development activities will be planned and presented based on the results of the needs assessments and institutional priorities.

Professional Development activities will be evaluated and the results will be used to improve programs and activities to ensure district and employee needs are being met.

Professional Development and professional learning activities, guidelines and processes including information about the Flex program are published on the College website.

Professional development activities may include, but are not limited to:

- Improvement of teaching
- Improvement of services to students
- Institutional effectiveness
- Maintenance of current academic and technical knowledge and skills
- Training to meet institutional needs and priorities
- Development of innovations in instructional and administrative techniques and program effectiveness
- Computer and technological proficiency programs
- Instructional technology
- Training that is required by laws, codes, and regulations

See [the](#) appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff.

*Also see AP 7341 Sabbaticals*

*Office of Primary Responsibility: Planning, Research and Institutional Effectiveness*

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Date Approved: June 22, 2010

Date Reviewed/Revised: December 13, 2022

**Date Revised:**

**Human Resources**

The Service updated this procedure to clarify when the District may not grant an equivalency for faculty assigned to teach upper-division courses in a baccalaureate degree program pursuant to the revised Title 5 regulations on baccalaureate degree programs. **This is a 10+1.** Mici 10-29-2025  
Please see revisions as noted. Nikki/HR 10-29-2025  
Copy to Angela L./Faculty Mngr  
Copy to Cari/Instruction  
Approved by Academic Senate 2-6-2026

**AP 7211 FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES****References:**

Education Code Sections 87001, 87003, and 87743.2;  
Title 5 Sections 53400 et seq.;  
ACCJC Accreditation Standard 3

**Faculty Service Areas**

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

**Minimum Qualifications**

Faculty shall meet minimum qualifications established by the Board of Governors or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

**Equivalencies**

Equivalency Committee – An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications. ..." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Equivalency Committee shall:

- Be available as a resource regarding equivalency determinations.
- Recommend all equivalency determinations.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

**Determination of Equivalencies** – The following procedure is to be used to determine when an applicant for a faculty position or pool, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications. ~~For faculty assigned to teach upper division courses in a baccalaureate degree program, equivalency is not permitted for the bachelor's degree required under Title 5 Section 53410.~~

All faculty position or pool announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District applications for faculty positions or pools will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Human Resources will initially screen all applicants. Those applicants who require an equivalency determination will be forwarded to the Academic Senate's Equivalency Committee ~~or designee~~. The Academic Senate Equivalency Committee ~~or designees~~ shall submit its recommendation and evaluation concerning equivalency and non-equivalency to Human Resources. Only applicants who are found to meet equivalency may be selected for an interview.

The Academic Senate Equivalency Committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the Equivalency Committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

- Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
- Additional sections of a class added shortly before the beginning of a session or after the session begins.
- An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The Academic Senate Equivalency Committee shall employ the following procedures in *emergencies or special circumstances*:

- In case a candidate to be offered an adjunct or temporary assignment is also an equivalency claimant, the Equivalency Committee shall determine the equivalency status prior to the interview.
- The Academic Senate Equivalency Committee or designees shall submit its recommendation and evaluation concerning equivalency and non-equivalency to Human Resources. Only candidates who are found to meet equivalency may be interviewed.

For disciplines not requiring a master's degree.

For faculty assigned to teach upper-division courses in a baccalaureate degree program, equivalency is not permitted for the bachelor's degree required under Title 5 Section 53410.

~~The District may elect to award~~ The process may result in awarding equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

- **Semester units/experience:** 120 semester units AND two years of experience in the discipline; or sixty (60) semester units AND six (6) years of experience in the discipline. **NOTE:** All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- **Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and Vice President of Student Learning and Success agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the Academic Senate Equivalency Committee chair as deemed "equivalent" for that discipline.

*Office of Primary Responsibility:* Human Resources

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Date Approved: May 18, 2010

Date Reviewed/Revised: April 19, 2016; May 11, 2021; December 10, 2024

**Date Revised:**

**Human Resources**

To Nikki for review. 12-19-2025

Note: Neither the General Counsel recommended revisions, nor the Academic Senate requested edits were adopted in December. These revisions are therefore not included here. Returned to discussion with Academic Senate. Re-routed. January 2026.

Approved by Academic Senate 2-6-2026

**AP 7212      TEMPORARY FACULTY****References:**

Education Code Sections 53406, 80435, 87481, 87482, and 87482.5

**Education Code Section 87481**

The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester or quarter during an academic year unless the date of rendering first paid service begins during the second semester or third quarter and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester, quarter, or year because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

**Education Code Section 87482**

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester or quarter during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester because of the higher enrollment of students during that semester as compared to the other semester in the academic year, or because a faculty member has been granted leave for a semester, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters or three quarters within any period of three consecutive years.

**Education Code Section 87482.5**

A person serving as clinical nursing faculty may be employed for up to four semesters or six quarters within any period of three consecutive years long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

**I.      General Provisions**

**A. Equal Employment Opportunity (EEO)**

Commitment to Diversity: In all phases of recruitment and hiring, equal opportunity shall be afforded to all employees and applicants for employment without discrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, gender identity, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or because the employee or applicant is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Equal employment opportunity issues are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

Screening for temporary faculty shall be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by District policies and procedures.

**B. Part-time Temporary Faculty Employees**

Human Resources will have primary responsibility for implementing Administrative Procedures for the employment of part-time faculty employees. Such procedures for employment include provisions for assuring adequate candidate screening by a screening committee, including faculty, administration, and staff participation as appropriate; equal employment opportunity review; and necessary forms and guidelines.

**II. Recruitment Methods for Part-time Temporary Faculty**

In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and screening will be conducted for most disciplines, allowing for the continuous recruitment of part-time faculty. The determination whether a discipline warrants year-round recruiting will be made collectively by Human Resources and the administrative dean/director. Once submitted, pool applications will be held for one year. After the one-year period, applicants who have not been appointed to the pool may re-apply.

**Exceptions:**

If an unanticipated hire is needed, an expedited interview process will be conducted. However, all individuals must have a completed application packet on file with the Human Resources Office and must meet minimum qualifications prior to the beginning of the assignment.

**A. Screening Committee Structure**

A screening committee for each discipline recruited will be formed.

1. The Superintendent/President or designee may appoint the manager(s) for the committee and committee members.
2. The screening committee shall also be composed of at least one faculty member from the relevant discipline or a closely-related field. The selection of the faculty to serve on any given committee shall be made by the Academic Senate President or designee.

3. The Superintendent/President or designee may appoint other than District employees to participate in the recruitment process.
4. Every effort will be made to ensure the diversity of screening committees.
5. If a committee member has to withdraw and cannot be replaced prior to the beginning of interviews, or a committee member chooses not to participate in the screening process, the committee will continue with the remaining members.
6. The Superintendent/President's *Standards of Decorum* shall be read and distributed at each convening, which reminds committee members of the shared governance model under which we operate, highlights current needs in response to legislation and social issues, delineates processes for complaints and concerns, and creates an atmosphere of collegiality and collaboration so that members feel free to participate in the process and offer up opinions for debate.
7. Training: All members of the screening committee shall be trained in the relevant State and Federal provisions for equal employment opportunity, diversity, and the search/screening process.
8. To ensure all screening committee members' voices and opinions are heard during the deliberation process, a faculty member may volunteer to co-facilitate along with the hiring manager. The co-facilitator may ask specific questions to the screening committee members related to additional input they may have during the committee's discussions during the recruitment process. For the sake of uniformity across screening committees, the questions the co-facilitator will ask will be enumerated in the committee materials and documents.
9. Members of the screening committee are acting as agents for the District and are participating in a confidential process. Committee members are prohibited from releasing any information which relates to the recruitment process. Committee members may be held personally responsible for any unauthorized disclosure of information.

**B. Part-time Temporary Pool Announcement**

1. In collaboration with the appropriate administrator and department chair, Human Resources will develop the position announcement to include:
  - a. a description of the teaching/counseling/librarian/nursing, or other non-teaching responsibilities;
  - b. representative courses to be taught, if applicable;
  - c. minimum qualifications that:
    - i. conform to the California Community College Chancellor's Office's Minimum Qualifications for Faculty and Administrators in California Community Colleges;
    - ii. include "Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and learning styles of community college students and staff";
    - iii. include desirable "Knowledge, Skills and Abilities" which shall serve as the basis for the screening criteria, in conjunction with other required application materials.
  - d. The announcement may be reviewed by the Office of Student Learning and the Academic Senate.
2. The District shall actively recruit from both within and outside the District work force to attract qualified applicants and shall include, as appropriate, regional and national

outreach designed to ensure that all persons, including persons from protected groups, are provided the opportunity to seek employment with the District.

3. Recruitment for all open positions shall include, but not be limited to, placement of job vacancy announcements in diversity websites and publications.

#### **C. Minimum Qualifications**

1. Applications and applicable materials shall be submitted using the District's website. Human Resources will conduct the initial review of the applications to ensure minimum qualifications for the position are met.
2. All position announcements must include language that requires: "demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the campus community."
3. Academic employees shall also possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community College System.
4. If the applicant has applied for a minimum qualification equivalency or Human Resources is unable to determine if a candidate meets the minimum qualifications for a position, the application materials will be sent to the Academic Senate's ~~Equivalency Committee, designee(s). An Equivalence Committee, made up of the Academic Senate president or designee(s) and one or two discipline faculty, will review applications to determine equivalency.~~ (See AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies)
5. In compliance with the California Code of Regulations, degrees and college level coursework that are required of an academic position must be authenticated via an official transcript or verification-of-true-copy transcript from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. Further, applicants with foreign degree credentials must submit a Foreign Credential Evaluation (FCE) for degrees obtained outside the U.S. in order to demonstrate their U.S. equivalent. The College accepts FCEs from evaluation agencies approved by the State of California Commission for Foreign Transcript Evaluation.

#### **D. Selection**

Human Resources may disqualify candidates as a result of reference/background checks. The names and contact information for the final list of candidates will be forwarded to the appropriate dean/director and department chair.

#### **E. Appointment/Duration of Eligibility**

Candidates in the pool may be offered temporary employment by the Superintendent/President or designee for approval by the Board of Trustees, however, assignments are not guaranteed. The Board of Trustees or its designee shall have the authority to make all final hiring decisions.

#### **F. Applications Received Outside Active Recruitments**

Applications and/or resume/CV submissions received for disciplines which the District has not posted on a year-round basis will not be accepted.

*Also see* BP 7120 Employment Recruitment, AP 7126 Applicant Background Checks, AP 7210 Academic Employees, BP/AP 7330 Communicable Disease, BP 7335 Health Examinations, BP/AP 3420 Equal Employment Opportunity, BP/AP 3410 Nondiscrimination, and BP/AP 7310 Nepotism.

*Office of Primary Responsibility:* Human Resources

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Date Approved: May 18, 2010

Date Reviewed/Revised: November 18, 2011; September 17, 2024

**Date Revised:**

**Human Resources**

Revision clarifies that travel between the three campuses does not automatically qualify for employee mileage reimbursement unless an employee is specifically assigned to work at a campus other than their designated "headquarters" on the same day and uses their personal vehicle. Staff members required to work at other locations, such as a high school for outreach or sites outside the COM campuses, will continue to qualify for mileage reimbursement.

Eresa Puch/VP Finance and Ops 12/21/2025

**AP 7400 TRAVEL****References:**

Education Code Sections 72423 and 87032;  
 26 U.S. Code Section 62 subdivision (c);  
 2 Code of Federal Regulations Part 200.4745  
 IRS Publication 463;  
 IRS Publication 15-B

The District may reimburse, to the extent possible within necessary financial constraints, expenses incurred in travel, conferences, and meetings (e.g. professional associations, educational organizations, and associations). Employees are expected to travel in the most economically prudent manner possible. Prior to travel, employees must obtain approval for travel to conferences, training, and similar activities by submitting a written request to their appropriate manager or designee(s). Managers may or may not approve an employee's travel request as it fits within their respective budgets.

District employees performing District services, regardless of funding sources, will be reimbursed, as provided by Education Code Section 87032 for authorized actual and necessary expenses incurred. Travel allowances will be limited to Education Code requirements, contractual agreements, necessity of travel, and this administrative procedure.

**1. The Headquarters for claiming travel allowances is the location assigned by the immediate supervisor.**

The assigned headquarters is the location to and from which mileage reimbursement is authorized. For employees who spend more than fifty percent of their assigned days at one location, that location will be designated the headquarters location. For employees with less than fifty percent of their assigned days in one location, a centralized location in the most predominantly traveled area will be designated the headquarters location.

**2. Automobile Travel & Mileage Reimbursement**

~~In cases where authorized travel is by District-owned automobile, actual and necessary travel expense will not include mileage expense. Travel reimbursement will be made for travel to/from the job location and headquarters when an employee uses his/her/their own vehicle for official District business in the performance of regularly assigned duties.~~

~~If an employee is directed to begin or end their work day at a work site that is not the headquarters, reimbursement would only be authorized for the additional increment beyond the normal commute to headquarters.~~

~~When work requires more than one trip to the work location or headquarters on a normal workday, travel expenses will be paid for all additional travel.~~

When authorized travel is conducted using a District-owned vehicle, mileage reimbursement is not permitted, as the employee does not incur a personal travel expense.

Mileage reimbursement will be made when an employee uses their personal vehicle for official District business in the performance of regularly assigned duties, only when a District vehicle is unavailable for use by an employee who is authorized to operate a District vehicle. Employees must receive prior authorization to drive District vehicles in accordance with District policy and procedures.

For the purposes of this procedure, "job locations" refer to work locations that are not one of the College's campuses, specifically Kentfield (KTD), Indian Valley (IVC), or the Bolinas Field Station.

Mileage reimbursement applies under the following conditions:

- If the employee is directed to begin or end their workday at a job location other than their regular headquarters, reimbursement will be authorized only for the additional mileage incurred beyond the employee's normal commute to or from the headquarters.
- Travel using a personal vehicle between District campuses (Kentfield, Indian Valley, and Bolinas Field Station) is not eligible for mileage reimbursement, unless the District explicitly directs the employee to travel to a different campus during the same workday.

The District's insurance does not provide primary coverage for the owner of privately-owned vehicle for claims or losses while he/she/they is operating his/her/their own vehicle on District business. For travel associated with field trips, see BP/AP 4300 Field Trips and Excursions.

All operators of vehicles must have a valid California driver's license appropriate for the use of the vehicle used on District business. In order to collect private auto mileage reimbursement, proof of current insurance coverage must be on file with the District.

Ferry, bridge, or toll charges may be claimed in addition to mileage allowances.

Mileage shall be reimbursed at the established Internal Revenue Service (IRS) standard mileage reimbursement rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Mileage documentation such as Google Maps or similar interactive map will be required as part of the travel claim submission to substantiate reimbursement. Failure to provide all information will result in delay of payment.

### **3. Automobile Rental**

The use of rental vehicles is limited to situations where District vehicles or commercial transportation either are not available, or their use impractical as determined by the Superintendent/President or designee(s). The use of the most economical vehicle will be required, if available and otherwise appropriate. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. The District insurance does not cover physical loss of, or damage to, rental vehicles. Rental agencies normally provide full coverage insurance for a nominal fee and may be purchased and included in the expense reimbursement.

### **4. Public Carrier Travel**

The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed on the basis of

actual cost. All travelers will be expected to use the most economical mode of transportation where practical and in the best interest of the District. If the requestor uses a more expensive mode of transportation, the District will only reimburse at the most economical travel rate. Direct expense and the employee's time will be considered in the choice of method of transportation.

**5. Lodging**

Reasonable and necessary lodging will be reimbursed as supported by receipts. All lodging must be in the geographical area of the conference or meeting and must be approved in writing in advance by the Superintendent/President or designee(s). When a traveler shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), a reimbursement to the traveler is limited to the rates for the District traveler only. Except in extenuating circumstances, lodging will not be paid when the conference or meeting is within commuting distance (fifty-mile radius of the District offices). The District traveler should always request the government/conference/most economical rate and request that the Transient Occupancy Tax be waived at the time of the reservation and/or check-in. Overnight lodging for employees living within the geographical area of the conference or meeting, shall be approved on a case-by-case basis. Exceptions may be approved, in writing, by the Superintendent/President or designee.

**6. Conference Fees**

Reasonable and necessary registration fees will be reimbursed for pre-approved attendance and as supported by receipts. Participant must be authorized to represent the District and conference/meeting must be in the best interest of the District.

**7. Meals**

The actual and necessary cost of meals during the travel event, plus reasonable and customary gratuities, will be paid upon submission of original, itemized receipts. If meals are included in the cost of a conference, workshop, or other travel event, charges for additional meals that substitute for the included meals will not be reimbursed. The event program agenda will be required as part of the travel claim submission. When meals are charged to an employee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient. Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.

Meals will not be reimbursed for travel that begins and ends on the same day unless travel is greater than 60 miles. Exceptions may be considered on a case-by-case basis by the unit budget manager.

Meals are reimbursable under the following conditions: a. Breakfast is allowable if travel begins two hours or more before the start of the regular workday. Lunch is allowable if travel begins before 11:00 AND ends after 2:00 P.M. Dinner is allowable if travel ends two or more hours after the end of the regular workday. b. When travel occurs on weekends or holidays, or when the traveling employee normally works flexible or otherwise non-standard hours (e.g. the employee normally works a "four-ten" schedule or a 7 A.M. to 4 P.M. workday) the regular workday will be deemed to be from 8 A.M. to 5 P.M., for purposes of computing meals reimbursements.

The maximum allowance for meals shall be \$15 for breakfast, \$25 for lunch, and \$35 for dinner (**including** reasonable/customary gratuities not to exceed 20% and applicable local tax) Any expenses in excess, by meal, will not be reimbursed by the District.

**8. Miscellaneous Expenses**

Certain miscellaneous expenses related to official District business will be allowed if identified, such as transportation, parking fees, internet access, taxi service, reasonable/customary gratuities, and telephone calls. Receipts will be obtained when reasonably possible. Expenses must be individually

itemized in order to be eligible for reimbursement.

**9. Non-Reimbursable Items**

The District will not provide reimbursement for parking or traffic violations, personal services, valet and laundry services, auto repairs when using personal automobile, entertainment, trip insurance, or any expenses considered to be excessive.

The traveler will not be reimbursed for non-District travelers (spouse/partner, members of a family, friends, other conference participants, etc.). The District will not allow reimbursement for alcoholic beverages (nor taxes and tips related to alcohol purchases), tobacco-related products, movies (at a theater or in room), laundry, non-District travelers' meals, car washes, fuel for the employee's personal vehicle, additional hotel rooms or costs of any kind for non-District travelers who accompany employee, or any other expenses determined by the District to be unreasonable, excessive, non-business related, or a misuse of public funds.

**10. Emergency Contact Information While Traveling**

It will be the responsibility of the District traveler to inform his/her/their immediate supervisor of his/her/their contact information while traveling. This is necessary so that the employee can be contacted in case of emergency.

**11. Approval Authorization - Conference Leaves**

**a. United Professors of Marin (UPM) Collective Bargaining Members**

Requests for conference leave shall be made in accordance with the collective bargaining agreement. Travel reimbursements shall be in accordance with District procedures.

**b. All Other Employees**

Request for conference leave shall be made to and approved by the employee's supervisor/manager. Travel reimbursements shall be in accordance with District procedures.

The Superintendent/President has the final authority to approve travel requests.

**12. Approval Authorization – Out-of-State**

Out-of-state travel for all District employees shall be approved in advance by the Superintendent/President.

All travel outside the United States must be approved in advance by the Board of Trustees.

**13. Procedure for Claiming Expense Reimbursement**

Reimbursement of expenses for authorized travel shall be submitted on the Claim for Reimbursement Form as follows:

- a. Claims shall be submitted within 90 calendar days following completion of travel.
- b. The District reserves the right to deny reimbursement after 90 days from date of expense.
- c. Travel expense-claims will be signed by the traveler and approved by the appropriate person (see section on Approval Authorization).
- d. Each claim will be itemized by date, nature of expense, and the amount for which reimbursement is claimed. Claims will be for "actual and necessary" expenses and supported by receipts when applicable.

The Superintendent/President reserves the right to make exceptions to the above regulations.

**14. Travel Advance**

Travel advances are entirely discretionary and, in most instances, will only be authorized to cover

meals and incidental costs for approved travel. All travel advances must be approved in writing by the Superintendent/President or designee(s). Advances will be adjusted upon the filing of a Claim for Reimbursement Form of actual and necessary expenses incurred in accordance with this procedure. Advances will not be paid more than 30 calendar days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten calendar days of the original dates of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purpose as a loan to such employee.

*Also see BP 2725 Board Member Travel*

*Office of Primary Responsibility: Finance and Operations*

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Date Reviewed/Revised: March 12, 2020; May 16, 2023; October 17, 2023; May 21, 2024; December 9, 2025

**Date Revised:**