STANDARD 3A – HUMAN RESOURCES
WHAT DOES IT COVER?

- Summary Description of Hires (Full Time & Part Time)
- Hiring Procedures for Certificated, Classified & Unclassified
- Evaluation Procedures for Employees
- Assessment of SLO’s
- Professional Ethics for LAMC
- Maintaining qualified faculty
- Fairness, Security, Confidentiality and Access to Personnel Records
- Equity and Diversity
- Professional Development
- Institutional Planning
SUMMARY DESCRIPTION OF HIRES (FULL TIME & PART TIME)

Fall 2012

- Academic Administrators – 8
- Full Time Faculty 84
- Part-time (adjunct) Faculty – 248
- Classified Administrators – 1
- Classified Employees – 149
- Unclassified Employees – 203
- **Total Employees - 693**
HIRING PROCEDURES FOR CERTIFICATED, CLASSIFIED & UNCLASSIFIED

- Certificated Hiring Policy Developed in 2005 by LAMC Academic Senate, College President, California Education Code and LACCD Board Rules (Includes Faculty Hiring Prioritization Committee)
- Adjunct / Part-Time Faculty – Use of Notification of Adjunct Faculty Selection Form to review minimum qualifications
- Academic / Certificated Administrators developed by HR Guide 110
- Classified Staff (including Confidential and Management) are guided by the rules and regulations set forth by the LACCD Personnel Commission
- Unclassified employees meeting qualifications in the respective LACCD HR Guides
EVALUATION PROCEDURES FOR EMPLOYEES
ASSESSMENT OF SLO’S

- Certificated and Classified Staff evaluated per the regulations of their respective Collective Bargaining Agreements, Education Codes and LACCD Guidelines.
  - Improved morale, proficiency and performance
  - Plans for employees to achieve established goals and objectives
  - Professional growth through training
  - Recognition of outstanding performance
  - Job enrichment
  - Improvement of student learning and success

- SLO’s are part of the contractual responsibility of all faculty members.
  - Evidence of assessment participation may be part of faculty portfolios
PROFESSIONAL ETHICS FOR LAMC

- All Faculty are held accountable to the Faculty Ethics Statement provided by the Academic Senate
- Students conduct themselves according to the principles of academic honesty in the Standards of Student Conduct
- Classified employees observe the Standard of Conduct in the Personnel Commission’s Employee Handbook
- Mission College developed a Code of Conduct to address responsibilities that maintain civility and strengthen the public’s trust and confidence in the integrity of the institution.
MAINTAINING QUALIFIED FACULTY

- LAMC adheres to the state Minimum Qualification guidelines.
- Guided by the District Office, the College consistently moves closer to achieving its Faculty Obligation Number (FON) determined by the state of California.

- Full Time / Part Time Faculty Ratio in November 2012 = 58%
LAMC employment and personnel policies and procedures are adhere to LACCD Personnel Guides, Board Rules, Personnel Commission Laws and Rules and Collective Bargaining Agreements.

Use of Compliance Officers or Equal Employment Opportunity Representatives on hires ensure fair hiring practices.

The LACCD seeks to implement affirmatively, equal opportunity to all qualified candidates and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status.

Workplace Harassment, Anti-Bullyism, Pro-Collegiality workshops and campaigns.
Professional and Staff Development Committee provides faculty, administration and classified staff the opportunity to maximize their professional and personal development through a planned program of activities and resources that support the mission and goals of the college.

- Online Training – Dare to Care
- Cultural Events – African-American History, Armenian Genocide, Cinco de Mayo Celebration, Denim Day Awareness
- Flex Day workshops
- One-on-one training – Use of online grading, faculty portal, email, people admin
INSTITUTIONAL PLANNING

- All departments and/or divisions complete a yearly Program Review to analyze their current and future staffing needs for classified, unclassified and academic employees and resource allocations needed to better provide service and enhance institutional effectiveness
- Development of the LAMC Hiring Plan
ACTIONABLE IMPROVEMENT PLANS

- The College will use various methods to improve collegiality, campus climate, and effective communication, such as diversity workshops, facilitation for specific departments/areas, and leadership meetings by Spring 2014.

- The College will work with the Associated Students Organization leadership to encourage and ensure student representation on all shared governance committees by Spring 2014.