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**Board Policy**  
Chapter 7 – Human Resources

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**BP 7120 RECRUITMENT AND HIRING**

**References:**

Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq., and 87458;  
Title 5 Sections 53000 et seq. and 51023.5;  
ACCJC Accreditation Standard III.A.1

**NOTE:** *The language in red ink below is legally required.*

The Superintendent/President shall establish administrative procedures for the recruitment and hiring of employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 Equal Employment Opportunity. For additional information see AP 3420 Equal Employment Opportunity.
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community Colleges. For additional information see Administrative Procedures to BP 7120.
- ~~The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.~~
- The criteria and procedures for hiring faculty shall be established and implemented in accordance with board policies and administrative procedures established through the Mutual Agreement process between the Academic Senate and the District. For additional information see Administrative Procedures to BP 7120.
- The criteria and procedures for hiring Administrative/Confidential employees shall be established and implemented in accordance with board policies and procedures based on the "meet and confer" process between the

Administrative Senate and the District. For additional information see Administrative Procedures to BP 7120.

- The criteria and procedures for hiring classified employees shall be established after first affording the Napa Valley College Association of Classified Professionals ~~insert name of the classified organization~~ an opportunity to participate in the decisions under the Board's policies regarding local decision-making. For additional information see Administrative Procedures to BP 7120.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; AP 7120 Recruitment and Hiring; AP 7126 Applicant Background Checks; BP/AP 7210 Academic Employees; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; BP/AP 7230 Classified Employees; BP/AP 7240 Confidential Employees; BP/AP 7250 Educational Administrators; BP/AP 7260 Classified Supervisors and Managers; and the related collective bargaining agreements for applicable employee groups.

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service provided legal updates to this policy in February 2003, February 2007, November 2014, and October 2016. The language in **black ink** is from current Napa Valley College H2210 Employment/Orientation of Administrative/Confidential Staff adopted on 10/12/78 and revised in 12/89 as well as H4111 Recruitment and Selection (Academic Personnel) adopted on 3/9/65 and revised on 4/14/71. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is intended to draw the reviewers' attention, and this language will be removed upon official revision of this document.

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**Adopted:** 3/9/65 (for H4111) and 10/12/78  
(for H2210)

**Revised:** 4/14/71 (for H4111) and 12/89 (for  
H2210)

*(Replaces NVC H2210 and H4111)*

**NOTE:** The following language in current NVC H2210 Employment/Orientation of Administrative/Confidential Staff is shown as struck below as this prescriptive language is more appropriate to codify in new AP 7120 Recruitment and Hiring or may be reflected in Human Resources Guidelines or in Employee Handbooks.

**❖ From current Napa Valley College H2210 Employment/Orientation of Administrative/Confidential Staff**

~~It is the intention of the governing board that administrative/confidential positions be filled with the most competent personnel available. District personnel who are qualified for any vacancy and have a history of positive evaluations will have a right to apply for any~~

~~administrative/confidential vacancy. District employment procedures will be followed. Principles of fair and non-discriminatory employment procedures will be applied in conformance with the Affirmative Action Policy and Plan.~~

~~In order for new administrative/confidential personnel to gain insights into district operations, the responsible individual shall provide orientation programs for all new administrative/confidential employees to assist in their understanding of district operations.~~

~~See accompanying administrative regulations.~~

**NOTE:** *The following language in current NVC H4111 Recruitment and Selection (Academic Personnel) is shown as struck below as this prescriptive language is narrowly focused on one aspect of the specific hiring criteria applicable to academic personnel. It may be more appropriately codified in Human Resources Guidelines or in a related Faculty Hiring Section in the Faculty Handbook or in a collective bargaining agreement. This policy language has not been reviewed for over four decades.*

**❖ From current Napa Valley College H4111 Recruitment and Selection (Academic Personnel)**

~~It is the intention of the governing board to recruit candidates with a master's degree or equivalent if appropriate to their teaching field.~~