

**WALLA WALLA COMMUNITY COLLEGE
PERSONNEL SELECTION
ADMINISTRATIVE POLICY 5240**

I. POLICY BACKGROUND/PURPOSE

This policy is to implement WAC 131-16-070 which requires each college district board of trustees to adopt and publish a statement of personnel selection practices and standards governing all non-classified service personnel which are designed to ensure high standards of excellence in all phases of district operations, satisfy the standards of regional and national accrediting organization, and provide for a professional staff representing a wide range of educational and professional experience.

II. AUTHORITY

[RCW 28B.50.090](#), [RCW 28B.50.935](#), [WAC 131-16-070](#), 131-16-080, 131-16-091 through -095.

III. SCOPE OF POLICY

This policy applies to the hiring of all non-classified personnel.

IV. DEFINITIONS

- A. Merit-based plan – a recruitment and selection plan designed to fill positions from among the most qualified individuals.
- B. President – The President of Walla Walla Community College (WWCC) who has been appointed by the Board of Trustees.

V. POLICY

- A. WWCC, aware of its obligations as an institution of higher education and steward of the public trust, adheres to merit-based personnel selection and appointment standards that ensure excellence in all phases of college operations, satisfy the standards of regional and national accrediting organizations, comply with federal and state laws, affirm and promote diversity, and provide for a competent, highly qualified faculty and staff who represent a wide range of educational and professional experience.
- B. The Board of Trustees has delegated to the President responsibility to ensure selection decisions are based solely on job related criteria and to ensure the recruitment and selection process will be consistently applied, nondiscriminatory, and promote fairness, diversity, and integrity, and be consistent with WAC [131-16-080](#).
- C. Personnel Standards
 - 1. Selection of employees for other than the classified service shall be based upon general standards established by the State Board and district board of trustees. ([WAC 131-16-091](#)).
 - 2. General Standards ([WAC 131-16-080](#))
 - a. Prior to employment of candidates to perform professional services (including faculty) in Washington community and technical colleges, the President shall establish that the candidate possesses:
 - i. Scholarship and/or technical skill that represents appropriate study, training, and skills in the proposed area of assignment,
 - ii. Expertise as a practitioner as evidenced by reports of former associates and supervisors,

- iii. A demonstrable understanding and acceptance of the role to be played as a partner in an educational enterprise serving the best interests of the students,
 - iv. A demonstrable understanding and acceptance of the mission, role, and character of the community or technical college,
 - v. The ability to perform assigned duties in a manner consistent with the goals of the institution and the community and technical college system, and
 - vi. Personal characteristics that contribute to the ability to promote the welfare of the students, the institution, and the state of Washington.
- b. Additional qualifications in areas of specialization (WAC 131-16-091)
- i. In addition to the general standards required in section 1 above, the President shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:
 - 1) Teaching personnel (faculty).
 - a) Professional teaching personnel performing services for which advanced degrees are commonly available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelor's degree and professional expertise in the field of their educational service; or
 - b) Professional teaching personnel in professional-technical fields for which bachelor's or master's degrees are not commonly available shall be particularly qualified to provide instruction in their area of specialization as demonstrated by possession of the following:
 - i. Sufficient broad and comprehensive training;
 - ii. Industry recognized certification when available; and two years relevant work experience and/or relevant, current teaching experience that particularly qualifies them to provide instruction in their area of specialization.
 - iii. In extraordinary cases, the requirements in (i) and (ii) of this subsection may be waived by the college president. For personnel under waiver, a professional development plan must be developed to meet criteria under (i) or (ii) of this subsection. This plan must be completed during the initial certification process.
 - iv. Part-time professional-technical teaching personnel must meet minimum qualifications as defined by (i), (ii), or (iii) of

this subsection and have verification on file. This record must be on file for each part-time instructor during each quarter of teaching employment.

- v. All other professional-technical instructional personnel, including teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above, may be employed either on a full-time or part-time basis. Such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned; and such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately qualified professional. Each college district shall maintain job descriptions for each position in this category.
- c) Chief professional-technical administrator.
 - i. The chief professional-technical administrator shall have:
 - 1) Earned an advanced degree, masters or doctorate, in a professional-technical area or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities; and
 - 2) Been employed as a full-time professional-technical instructor or have the equivalent experience in business or industry or other public agencies; and
 - 3) Supervisory/administrative experience.
 - ii. The chief professional-technical administrator must understand and have the ability to assess professional-technical faculty's ability to provide student instruction, supervise learning environments and implement curriculum, outcomes, and assessments. The chief professional-technical administrator must keep a copy of his/her current certificate in his/her personnel file.
 - iii. Other administrators who oversee professional-technical programs, must demonstrate to the employing agency a

commitment to and understanding of professional-technical education, and their ability to use the professional-technical faculty skills standards to guide and support the professional development of the professional-technical instructors they supervise.

- 2) Faculty counselors—Minimum standards RCW [28B.50.935](#)
 - a) It is the intent of the legislature to provide clear minimum standards to ensure qualified faculty counselors while also providing flexibility to allow for differences in criteria required by hiring institutions. Within existing resources, and beginning September 1, 2021, the college board shall adopt rules regarding the minimum hiring standards for a faculty counselor. At a minimum, these must include:
 - i. A graduate or professional degree in a related field;
 - ii. Completion of appropriate graduate coursework; and
 - iii. Standards established by the state board for community and technical colleges.
 - b) The requirements and standards imposed through this section do not apply to an individual employed by a college district as a counselor before September 1, 2021. Counselors who began employment at one college district prior to September 1, 2021, and moved employment to a different college district after that date may carry the exemptions from the requirements and standards imposed through this section to their new place of employment.

D. Certification of professional-technical personnel

1. Certification of professional-technical personnel shall be in accordance with the standards established by the State Board and it is the responsibility of the president of each institution to assure compliance with the standards (see [WAC 131-16-092](#), [WAC 131-16-093](#), and [WAC 131-16-094](#)).
2. It shall be the responsibility of the president of each institution or district to assure compliance with the following standards, which must be met or exceeded by all districts:
 - i. The institution or district will certify, through the chief professional-technical administrator or designee, each full-time professional-technical instructor and administrator and maintain documentation of such certification. The certificate and the documentation on file shall specify the function and/or the specific occupational area for which the individual is certified.
 - ii. Each full-time contracted professional-technical instructor shall have a professional development plan, approved by the supervising

professional-technical administrator or designee. The professional development plan shall be developed in collaboration with the instructor in accordance with local bargaining agreements. The chief professional-technical administrator or designee shall maintain a file of all such plans. Such plans shall be reviewed periodically, as determined by the institution.

- iii. Full-time professional-technical instructors must complete the requirements of the initial certification within three years to attain standard certification. Standard certificates must be renewed every five years.
 - iv. Part-time professional-technical instructors teaching a two-thirds full-time load for more than the equivalent of three quarters must complete the requirements of the initial certification within three years, to attain standard certification. Standard certificates must be renewed every five years.
 - v. All other part-time professional-technical instructors must be assessed as to their ability to provide student instruction, supervise learning environments and implement curriculum, outcomes, and assessments.
3. The chief professional-technical administrator shall be certified by the president, who will maintain the chief professional administrator's professional development plan.
 4. Certification under the standards specified in WAC [131-16-070](#) through [131-16-094](#) is a condition of continued employment for all professional-technical education personnel.
 5. Safety and occupational health practices standards are met by meeting the requirements as set down by OSHA and WISHA. (As referenced in WAC [296-800-100](#) to [296-800-370](#).)
 6. In issuing certificates for full-time and part-time professional-technical instructors, as identified in WAC [131-16-092](#) (3) and (4), the college district shall utilize the following nomenclature and shall meet the standards set forth below as a minimum:
 - a. Teaching personnel.
 - i. Initial certification - Upon hire, teaching personnel will be issued initial certification by the chief professional-technical administrator. Initial certification lasts three years. The initial certification process includes documentation of a professional development plan which identifies priorities for professional growth as specified in WAC [131-16-094](#). An initial certificate is not renewable for professional-technical instructors.
 - ii. Standard certification -Standard certification will be issued by the chief professional-technical administrator upon completion of the requirements for initial certification. Standard certification must be renewed on a five-year cycle. To maintain standard certification, professional-technical instructors must develop and complete a professional development plan as specified in WAC [131-16-094](#).
 7. The hiring institution shall hold an orientation for all new full-time professional-technical instructors. The orientation outline must be on file at each campus.
 8. First aid and CPR.

- a. A current first-aid certificate, including CPR and bloodborne pathogens, must be earned by professional-technical instructors prior to the second quarter of employment in professional-technical programs where the instructional environment brings students into physical proximity with machinery, electrical circuits, biologicals, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding, ladders, and/or other hazards. Responsibility for ensuring that appropriate staff has first-aid training will rest with the assigned chief professional-technical administrator. The specific type of first-aid program, including CPR, required of professional-technical instructors shall be achieved by passing a course of first-aid/CPR/bloodborne pathogen instruction and participation in practical application of subject matter determined and required by the department of labor and industries. Specifically excluded from conformance to the first-aid requirement are:
 - i. Those instructors who teach related subjects to professional-technical students, i.e., mathematics, English, or communications skills, etc., when such subjects are taught in classrooms rather than shops or laboratories.
 - ii. Physicians, registered nurses, licensed practical nurses, and others when their occupational competencies and training include first-aid knowledge and skills equal to or superior to that represented by the first-aid certification being required under these regulations.
9. Chief professional-technical administrators
- a. Upon hire, the chief professional-technical administrators will be issued initial certification. To maintain certification, the chief professional-technical administrator must develop and complete a professional development plan that includes as a minimum his/her ability to use the professional-technical faculty skill standards to guide and support the professional development of the professional-technical instructors they supervise.
10. Certification process for professional-technical instructors. (WAC 131-16-094)
- a. The certification process for professional-technical instructors includes assessing the attainment of the standards contained in the professional-technical skill standards and the completion of a professional development plan. The professional development plan identifies priorities for professional growth. The priorities should address, at a minimum, the professional-technical faculty's ability to provide student instruction, supervise learning environments and implement curriculum, outcomes, and assessments. The professional development plan shall be developed in collaboration with the instructor and will include, based on local bargaining agreements, at least five professional development activities, linked to the professional-technical faculty skill standards.
 - b. The professional development plan includes:
 - i. Faculty (self) and administrator identification of professional development activities for professional growth.

- ii. Measurable outcomes and objective standards for measurement of skill standard achievement.
 - iii. A timeline for successful achievement of outcomes.
 - c. Examples of professional development activities include, but are not limited to, workshops, courses of instruction, conferences, industry experiences and projects. The assigned professional-technical administrator supervisor shall be responsible for the approval of the professional development plan. The chief professional-technical administrator shall be responsible for the approval of professional development activities.
- E. Defining reciprocity (WAC 131-16-095)
 - 1. The following standards describe the recognition of professional-technical or vocational teaching certification issued by a community or technical college or the superintendent of public instruction.
 - 2. Instructors issued a professional-technical education certificate that meets the standards specified in WAC 131-16-080 through 131-16-094 by any community or technical college under the jurisdiction of the state board shall be recognized as certified by all colleges in the community and technical (CTC) system.
 - 3. It is also recognized that a vocational teaching certificate issued by the office of the superintendent of public instruction will be recognized by the community and technical colleges as fulfilling the minimum requirements for the specific subjects contained in the certification.
- F. Model Faculty Diversity Program (RCW 28B.50.920)
 - 1. Beginning July 30, 2022, all community and technical colleges must submit, on a biennial basis, strategic plans to the state board for community and technical colleges for achieving diversity, equity, and inclusion of all races on their campuses.
 - 2. Colleges must create their strategic plans using an inclusive process of stakeholders including, but not limited to, classified staff, faculty, administrative exempt staff, students, and community organizations. Colleges are encouraged to use campus climate surveys to develop and update strategic plans for diversity, equity, and inclusion of all races.
 - 3. In addition to planning, each community and technical college shall include in its diversity program opportunities for students from historically marginalized communities to form student-based organizations, and to use community-based organizations, that permit students to work together to mentor and assist one another in navigating the educational system and to access trained mentors using evidence-based mentoring strategies.
 - 4. Each community and technical college shall establish a culturally appropriate outreach program. The outreach program may include communities of color, students with disabilities, neurodiverse communities, and low-income communities and be designed to assist potential students to understand the opportunities available in the community and technical college system. The outreach program may assist students with navigating the student aid system. Outreach programs may include partnerships with appropriate community-based organizations and use research and supports from the student achievement council.

5. Each community and technical college shall conspicuously post on its website and include in the strategic plans, programs, and reports definitions for key terms including: Diversity, equity, inclusion, culturally competent, culturally appropriate, historically marginalized communities, communities of color, low-income communities, and community organizations.

<p>Policy Contact: <u>VP of Human Resources</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>June 27, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
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