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| **DDEAC Recommendation** | **DDEAC Recommendation**  **2020-11-24** | **DDEAC Recommendation** |
| **FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT FULL-TIME FACULTY**  **EMPLOYMENT POLICY AND HIRING PROCEDURES**  **BACKGROUND**  The Foothill-De Anza Community College District seeks a qualified and diverse administration, faculty and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates.  The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty who best meet the needs of students.  Hiring faculty, classified staff, and administrators is accomplished through search and selection committees which produce a recommendation from the President or appropriate administrator to forward a final candidate to the Chancellor to recommend to the Board for employment.  **Hiring Qualifications**  The Foothill – De Anza Community College District has established the following minimum hiring qualifications for all faculty positions:  Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, military, and cultural backgrounds, as well as disability (mental or physical), age, gender, and sexual orientation of community college students, faculty and staff.  Minimum qualifications or the equivalent as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges which are used by department/program faculty to establish the minimum qualifications for each faculty position. Qualifications beyond minimum qualifications are reviewed by the Vice Chancellor of Human Resources and Equal Opportunity jointly with the District Academic Senate President or designee or their designee for job relatedness and potential adverse impact on the applicant pool. | **FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT ADMINISTRATOR EMPLOYMENT POLICY AND HIRING PROCEDURES**  **BACKGROUND**  The Foothill-De Anza Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates.  The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding administrators who will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.  Hiring faculty, classified staff, and administrators is accomplished through Search Committees and Selection committees. The Search Committee produces a recommendation to the Selection Committee, which is typically chaired by the President, Vice Chancellor or other appropriate administrator, who makes a final selection recommendation to the Chancellor. The Chancellor then reviews the recommendation and acts on whether to recommend to the Board for employment. In all cases, the Board has final authority to approve or ratify a hiring recommendation.  These procedures do not apply to Executive Administrator positions (e.g., Chancellor, President, and Vice Chancellor). HIRING QUALIFICATIONS The Foothill – De Anza Community College District has established the following minimum hiring qualifications for all administrator positions:   1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, military, and cultural backgrounds, as well as disability (mental or physical), age, gender, and sexual orientation of community college students, faculty and staff. 2. Minimum qualifications, as established by the District and in accordance with accepted standards for classification of educational and program administrators; and for Educational Administrators, the minimum qualifications in accordance with Education Code Section 87356 and CCR title 5, section53420.    1. Minimum qualifications shall be included in the approved job description for the administrator classification.    2. Preferred qualifications – i.e., those beyond the minimum qualifications – shall be reviewed by the Vice Chancellor of Human Resources/EO or their designee and may be included in a Job Description as preferred qualifications to the extent such criteria are relevant and appropriate to the classification and do not adversely affect the applicant pool on the basis of any legally protected status. 3. Commitment to involvement in the participatory governance of the College and the District. | **FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYMENT POLICY AND HIRING PROCEDURES**  **BACKGROUND** The Foothill-De Anza Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.  The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding classified staff who will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.  Hiring faculty, classified staff, and administrators is accomplished through search and selection committees which produce a recommendation of a final candidate that the President or other appropriate administrator will forward to the Chancellor to recommend to the Board of Trustees for employment.  **HIRING QUALIFICATIONS**  The Foothill – De Anza Community College District has established the following hiring qualifications for all classified staff positions:   1. Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students. 2. Minimum education and experience requirements as well as the skills, knowledge, and abilities identified in the approved Classification Description for the position. |
| **PROCEDURES**  The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population and the needs of the division department/program, and the college.  **Establishing the Position**  Faculty positions are identified by a process established by each College.  Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process.  **POSITION ANNOUNCEMENT**  This position announcement draft, including minimum and preferred qualifications, is developed through a collaborative process involving the department/program faculty and an Equal Opportunity representative, Dean/Director of Equity Programs, the appropriate administrators, and Employment Services. The hiring committee reviews and finalizes the position announcement and simultaneously develops the screening criteria.  The position announcement must include the following:  A statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, Understanding of, ~~sensitivity to,~~ and respectful ~~for~~ of the diverse academic, socio-economic, ethnic, religious, military, and cultural backgrounds, as well as disability (mental or physical), age, gender, and sexual orientation of community college students, faculty and staff.  ~~Departments/programs require applicants to explain their commitment to diversity, equity and inclusion.~~ (not appropriate here - move to background?)  Educational requirements as determined by the department/program in accordance with Education Code Section 87356 and California Title 5 CCR 53410. Additional desirable educational qualifications that are job related and support the responsibilities of the position may be included. Such qualifications will be monitored by the Vice Chancellor of Human Resources and Equal Opportunity jointly with the District Academic Senate President or designee for adverse impact.  Provision for presentation of qualifications that are equivalent to the minimum qualifications as established by the Academic  Senate for California Community Colleges and adopted by the Board of Governors.  Legal qualifiers established by Human Resources to comply with federal, state, and District regulations.  The position announcement may also include preferred qualifications that reflect experience, and expertise that would enhance an applicant’s ability to meet the unique requirements and responsibilities of the position and the needs of a diverse student population. Preferred qualifications must be reviewed by the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee to insure that they will not adversely affect the applicant pool.  The finalized position announcement must be approved by the hiring committee 1) the Division Dean or appropriate administrator, 2) the appropriate Vice President, and 3) the Vice Chancellor of Human Resources and Equal Opportunity or their designee prior to publication. | PROCEDURES The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population and the needs of the department/program, division, and the college.  **Establishing the Position and Job Description**   1. Administrator positions are identified by a process established by each College and Central Services. Further, all new positions require approval of the Chancellor and the Board of Trustees. 2. The Administrative Classification and Compensation Committee evaluates the position duties and responsibilities and makes a recommendation to the Chancellor of the appropriate classification title and job description of each administrator position prior to being announced.   The final Job Description shall include a description of the duties and responsibilities of the position, the minimum qualifications, and any preferred qualifications,   1. Receipt by Employment Services of an authorized Staffing Requisition signals approval to begin the search process.  POSITION ANNOUNCEMENT  1. The approved Job Description shall be used as the position announcement. 2. The Job Description shall, at a minimum, include the following: 3. A listing of the position duties and responsibilities. 4. a statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understanding of, and respectful of the diverse academic, socioeconomic, cultural, ability, religious, sexual orientation, and ethnic backgrounds of all employees, students, and community members. 5. The minimum education and experience requirements of the position. For Educational Administrators: at a minimum, the Educational requirements in accordance with Education Code Section 87356 and California CCR title 5 53420. 6. Legal qualifiers established by The District Office of Human Resources to comply with federal, state, and District regulations. 7. Any preferred qualifications. The position posting may also include preferred qualifications that reflect, experience, and expertise that would enhance an applicant’s ability to meet the unique requirements and responsibilities of the position and the needs of a diverse student population. Preferred qualifications must be reviewed by the Vice Chancellor of Human Resources and Equal Opportunity or their designee to insure that they will not adversely affect the applicant pool. | PROCEDURES The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population and the needs of the College or Central Services department/program.  **Establishing the Position** Classified staff positions are identified by a process established by each College and Central Services. Receipt of the Staffing Requisition from Employment Services signals approval to begin the search process.Determine if the position warrants one or two interviews. All positions require at least one, but we recommend two for positions with duties that include:supervisionprogram coordinationothers as determined by the hiring managerSee Search and Selection sections below for composition of interview committees.POSITION ANNOUNCEMENT  1. The position announcement is developed by the appropriate administrators in consultation with the Classification Specialist and Employment Services.   The position announcement describes the duties and responsibilities of the position and outlines requirements of skill, knowledge, and ability unique to the position.  Administrators who seek to change minimum education and experience requirements must consult the Classification Specialist to determine if such changes impact the level of classification.  2. The position announcement **must** include the following:   * Position duties and responsibilities * Minimum Qualifications    1. a statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understand, and respect the diverse academic, socio-economic, ethnic, religious, military, and cultural backgrounds, as well as disability (mental or physical), age, gender, and sexual orientation of community college students, faculty and staff.   2. Educational and experience requirements as determined by the classification.   3. Legal qualifiers, established by the District Office of Human Resources to comply with federal, state, and District regulations.   It is **recommended** that the position announcement include preferred qualifications that reflect education, experience, and expertise that would enhance an applicant’s ability to meet the unique requirements and responsibilities of the position and the needs of a diverse student population. Preferred qualifications must be reviewed by the Vice Chancellor of Human Resources and Equal Opportunity of their designee to ensure that they will not adversely affect the applicant pool. |
| **SEARCH COMMITTEE**  **Membership**  The Search Committee shall be established by the department/program faculty in consultation with the Dean. Members of the search committee will be full–time and part-time Foothill faculty, De Anza faculty, classified staff, students, and/or administrators with the majority being faculty. ~~Search Committees will normally include a majority of Foothill-De Anza faculty~~, To serve on the Search committee, faculty must be part-time faculty with rehire preference or full time tenured faculty or tenure track faculty in Phase 3 of their probationary period in the discipline or a related discipline. When clear and compelling academic and/or professional circumstances warrant, other faculty may be included on the Search Committee after consultation between the President of the Academic Senate and the college President. Special circumstances may include but are not limited to the addition of discipline expertise and enhancing the diversity of the committee. The Search Committee may also include other members from outside the department/program as deemed appropriate by the Committee. The appropriate academic senate representative shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate before the search committee begins its work. Students wishing to serve on a faculty hiring committee will be appointed by Student Government (DASB/ASFC) and must be in good academic standing and enrolled in at least eight (8) units.  An Equal Opportunity Representative from outside of the division shall be appointed to the Committee by the District Human Resources office.  ~~Every effort must be made to incorporate diverse representation on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications.~~ To ensure a variety of perspectives, the Academic Senate shall consider diversity, equity, and discipline/program recommendations when confirming faculty appointments to search committees.  The Division Dean normally serves as chair of the committee.  The membership of the Search Committee is submitted to Human Resources to ensure that the committee is sufficiently broad. When Human Resources determines that broad representation is not reflected in the Search Committee membership, the hiring administrator shall meet with Human Resources who will assist in the identification and recruitment of additional employees who clearly embrace the concepts of equity, diversity, and equal opportunity to serve on the Committee | **SEARCH AND SELECTION COMMITTEES**  Search Committees and Selection Committees each perform a designated role in the hiring process. Search Committees perform a series of initial steps as outlined below and which are intended to result in one or more candidates referred to the Selection Committee for further consideration. Selection Committees are then responsible to select from those candidates forwarded by the Search Committee, using criteria developed by the Selection Committee.  While Selection Committees may include some of the same members as the Search Committee, these procedures allow for differing membership between Search and Selection Committees. The Equal Opportunity Representative and the Search Committee Chair are required to serve on the Selection Committee. In addition, at least one other member from the Search Committee should attend. SEARCH COMMITTEEMembership Search Committees for administrative positions shall be established and convened by the appropriate College or District hiring administrator or their assigned administrator designee. The committee shall include the hiring administrator or their assigned administrator who shall serve as the committee chair and an Equal Opportunity Representative from outside the department/program (whenever possible).  The committee shall include appropriate representation from affected employees. Administrative positions that have broad impact on faculty, the instructional program, and student learning shall have appropriate representation of the faculty most likely to be affected by the administrator. In addition, classified staff shall also be invited to participate. Further, where appropriate, the hiring administrator is also highly encouraged to invite student representation.  Classified staff members serving on committees shall be approved by the appropriate Classified Senate, with particular attention to Classified members in positions most affected by the administrator position.  When faculty are requested to participate in a Search Committee, the hiring administrator shall forward a list of faculty designated to serve on the Search Committee to the Academic Senate. Alternatively, the hiring administrator may request faculty representation be selected by the Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate.  If a student(s) is invited to serve on a Search Committee, the student(s) shall be confirmed by the Student Government. Alternatively, the hiring manager may request student representation selected by the Student Government. In either case, the student(s) serving must be in good standing and enrolled in at least eight (8) units at the time of appointment.  An Equal Opportunity Representative from outside of the department/program shall be appointed to the committee by the District Office of Human Resources.  To ensure a variety of perspectives, the Senates shall consider diversity, equity, and area needs when confirming appointments to search committees.  The membership of the Search Committee is submitted to the District Office of Human Resources to ensure that the committee is sufficiently broad and diverse. When the District Office of Human Resources determines that broad representation is not reflected in the Search Committee membership, the hiring administrator shall meet with the District Office of Human Resources who will assist in identifying and inviting additional employees who clearly embrace the concepts of equity, diversity, and equal opportunity to serve on the Committee | **SEARCH AND SELECTION COMMITTEES**  Search Committees and Selection Committees each perform a designated role in the hiring process. Search Committees perform a series of initial steps as outlined below and which are intended to result in one or more candidates referred to the Selection Committee for further consideration. Selection Committees are then responsible to select from those candidates forwarded by the Search Committee, using criteria developed by the Selection Committee.  While Selection Committees may include some of the same members as the Search Committee, these procedures allow for differing membership between Search and Selection Committees. The Equal Opportunity Representative and the Search Committee Chair are required to serve on the Selection Committee. In addition, at least one other member from the Search Committee should attend.  All committee members **must** have completed hiring committee training.  **SEARCH COMMITTEE**  **Membership**  Search Committees for classified positions shall be established and convened by the appropriate College or District administrator or their designee. The committee **must** include:   1. the hiring administrator or their assigned designee, who normally serves as the committee chair; 2. an Equal Opportunity Representative from outside the department/program; 3. a representative from the bargaining unit in which the position resides (ACE, CSEA or Teamsters or for Confidential employees, a member of that meet-and-confer group.) 4. the committee **may** also include representation from those employees or employee groups who are served by or otherwise interact with the position, which may include another employee from the same classification.   Classified staff, faculty, administrators, and students, as appropriate, may serve on the Committee.  For **ACE** and **Teamster** positions, a representative from the bargaining unit who is not an employee in the same department/program will be appointed by an officer of the union. Unless otherwise directed, the Committee Chair contacts the Vice President at De Anza, Foothill, or Central Services to appoint a representative from that location (if unavailable, contact the Chapter Chair).   * For **CSEA** and Confidential positions, the Committee chair contacts the President of the union/meet-and-confer group. * The same employee **cannot** serve dual roles on the committee, such as bargaining unit representative and Equal Opportunity representative. * If faculty are asked to serve, the administrator shall forward a list of faculty who are eligible to serve on the Search Committee to the appropriate Academic Senate. All faculty appointments to Search Committees must be confirmed by the Academic Senate before the committee begins its work. * Students serving on a classified hiring committee must be appointed by Student Government (DASB/ASFC), in good academic standing, enrolled in at least eight (8) units and have completed applicable district hiring committee training.   Every effort must be made to incorporate broad representation on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications. |
| **Responsibilities**  The Search Committee has the following responsibilities:  1. Finalize the position announcement and develop the selection screening criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position.  2. Identify recruiting sources in consultation with Human Resources.  3. Develop job related interview questions designed to distinguish candidates who will best meet the needs of our diverse student population, the department/division, and the College.  4. Determine the subject matter and format of the demonstration of teaching, job duties, counseling, or librarianship skills required of all faculty candidates. The demonstration should reflect the candidate’s ability to meet the needs of a diverse student population.  5. Review the aggregate demographics of the applicant pool to ensure diversity. (Waiting for some standard for this.)  6. Screen all complete applications to select candidates for interview. (All applicants requesting an equivalency shall be considered to have met minimum qualifications, pending verification from the Academic Senate Equivalency Committee.)  7. Establish an interview schedule that accommodates all committee members' schedules.  8. Interview all selected candidates using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria and if they are not in violation of equal opportunity guidelines.  9. ~~Document assessment of candidates’ performance in the interview.~~ Document/record assessment of candidates in the interview process.  10. Recommend the final candidate(s) (preferably more than one) for consideration by the Selection Committee. Recommended finalists must be acceptable to the majority of the Search Committee members since only a candidate recommended by the Search Committee may be hired. The President, Vice Chancellor, and Chancellor are the only individuals who can make an exception to this recommendation process.    11. Each member of the Search Committee is responsible for maintaining ongoing confidentiality of the entire process. Process information may be shared only with members of the Search Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee will receive and must agree to abide by a statement of Guiding Principles and Confidentiality Agreement as noted in Appendix A as a condition of participation.  12. Each member of the Search Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated. | Responsibilities and Procedures The Search Committee has the responsibilities listed below:   1. Read and understand the position duties, responsibilities, and criteria as described in the position announcement. 2. Identify additional recruiting sources, when needed, in consultation with the District Office of Human Resources. 3. Identify screening criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. 4. Develop job related interview questions designed to distinguish candidates who will best meet the needs of the department/division, the College, and the District, in the interest of best serving students, and meeting the goals and priorities of the District. 5. Determine whether to require candidates to make a presentation to the Committee in addition to responding to interview questions. When appropriate, the presentation should require candidates to incorporate their ability to serve a diverse population and adopt equity-minded practices. 6. Screen all complete applications to select candidates for interview.   ***(See Equivalency Section below for information on applicants requesting an equivalency.)***   1. Establish an interview schedule that accommodates all committee members' schedules. In the event scheduling challenges result in an unreasonable delay in progression of the hiring process or where the schedule is established in advance, the Search Committee Chair may request a committee member who can meet the schedule needs in accordance with committee appointment procedures. 2. Interview all selected candidates using pre-approved questions. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they do not seek information outside of the scope of the established hiring criteria, and if they are not in violation of equal employment guidelines. 3. Document assessment of candidates in the interview process. 4. Recommend an unranked list of one or more candidate(s) (preferably more than one or as specified by the hiring administrator) for consideration by the Selection Committee. Recommended finalists must be acceptable to the majority of the Search Committee members since only a candidate recommended by the Search Committee may be hired. 5. Each member of the Search Committee is responsible for maintaining ongoing confidentiality of the entire process. Process information may be shared only with members of the Search Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee will receive and must agree to abide by the Guiding Principles and Confidentiality Agreement as noted in Appendix A as a condition of participation. 6. Each member of the Search Committee has the responsibility to contact the District Office of Human Resources with any concern that a part of the process or procedure may have been violated | Responsibilities The Search Committee has the following responsibilities:   1. Read and understand the position duties, responsibilities and criteria as described in the position announcement. 2. Identify additional recruiting sources, when needed, in consultation with the District Office of Human Resources. 3. Develop screening criteria based on the minimum and preferred qualifications of the position guided by the expected duties and responsibilities of the position. Minimum qualifications include an evaluation of the extent to which applicants demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students. 4. Based on the position announcement, develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District. 5. Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. 6. Screen all applications to select candidates to interview and document screening assessments on an evaluation sheet. Permanent employees of the District who meet minimum qualifications shall be granted an interview by the Search Committee. The Union representative on the committee shall monitor the inclusion of internal candidates who meet the minimum qualifications. 7. Establish an interview schedule that accommodates all committee member schedules. A committee member who is unable to participate for the entire duration of a committee meeting cannot continue serving on the committee. 8. Interview all selected candidates using only the questions previously agreed upon by the committee members. Follow-up questions may be asked only if they meet all the following criteria: if they are based directly on a candidate's response to a question, if they do not seek information outside the scope of the established hiring criteria, if they are not in violation of equal opportunity guidelines, and if they do not unnecessarily prolong the interview. 9. Document/record assessment of candidates in the interview process. 10. If the selection process is not being utilized for a second interview, recommend the final candidate(s) for selection to the appropriate administrator. Recommended finalists must be acceptable to the majority of the Search Committee members since only a candidate recommended by the Search Committee may be hired. 11. Each member of the Search Committee is responsible for maintaining ongoing confidentiality of the entire process, including the confidentiality of the interviews as well as the evaluative comments made during the committee’s selection process. Such information may be shared only with members of the Search Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix B. 12. All conversations regarding the business of the hiring committee shall only take place when the entire committee is present. 13. Each member of the Search Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated. |
| **SELECTION COMMITTEE**  **Membership**  The Selection Committee is composed of the College President, or their designee, the Search Committee Chair, the Equal Opportunity Representative from the Search Committee, and as many faculty from the Search Committee as possible but at least one faculty member from the Search Committee, and at least one student from the search committee. The College President (or designee) may invite other persons to serve, as he/she they deems appropriate (e.g. Vice Presidents, Administrators, Faculty, and Staff). This committee should be balanced in its diversity and will be chaired by the President (or designee). | SELECTION COMMITTEE **Membership**  The Selection Committee is composed of the President, Vice Chancellor, or Chancellor, or their assigned designee, and includes the appropriate administrator, the Search Committee chair, the Equal Opportunity Representative from the Search committee, and at least one other member from the Search Committee. The President, Vice Chancellor, or Chancellor may invite other persons to serve, as they deem appropriate (e.g. Vice Presidents, Administrators, Faculty and Staff). This committee should be balanced in its diversity and chaired by the President, Vice Chancellor, or Chancellor (or their designee). | SELECTION PROCESS (OPTIONAL)*This section would apply if the decision for “two Interviews" was made while establishing the position.*MembershipThe Selection Committee is composed of the hiring manager, and bargaining unit representative or meet and confer representative from the Search Committee, and Equal Opportunity Representative from the Search Committee, and others as determined by the hiring manager. We encourage inclusion of those who would interact regularly with this position. This committee should be balanced in its diversity. |
| **Responsibilities**  The Selection Committee has the following responsibilities:  Provide input to the College President regarding the questions to be used in the Selection Committee interview process.  Participate ~~at the College President’s direction~~ in the finalists interviews to evaluate ~~and validate~~ the academic and professional qualifications of each candidate and their qualifications in meeting the needs of our diverse students.  Evaluate the finalists in an open and collaborative discussion. Before a final decision is reached the Equal Employment Opportunity Representative will review the process to determine that all candidates were treated fairly and equally and that the process yielded candidates able to meet the needs of our diverse student population.  In the event that a hiring process results in more than one candidate who meets the present or expected needs in the same discipline, the College President may determine to increase the number of available positions. In this event, the members of both the Search and Selection committees shall be consulted before any additional candidate is selected. In the event the candidates/s recommended is/are not selected by the College President, a response explaining their reasoning for not selecting the recommended candidate/s must be provided to the Selection Committee.  Each member of the Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee agrees to accept and abide by the statement of guiding principles and confidentiality as noted in Appendix A.  Each member of the Selection Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated. | **Responsibilities**  The Selection Committee has the following responsibilities:   1. Provide input to the Selection Committee Chair regarding the questions to be used in the Selection Committee interview process. 2. Participate in interviewing finalists and evaluate the academic and/or professional qualifications of each candidate’s strengths in meeting the diverse needs of the population being served and the division/program/department, college, and/or district. 3. Evaluate the finalists in an open and collaborative discussion. Provide finalist feedback to the the President, Vice Chancellor, or Chancellor.   Before a final decision is reached, the Equal Employment Opportunity Representative will review the process to determine that all candidates were treated fairly and equitably and that the process yielded candidates able to meet the needs of our diverse student and employee populations.  In the event that none of the finalists is selected, the Chancellor, President or Vice Chancellor shall meet with the Committee to discuss what needs or qualifications were not adequately addressed and how to move forward.  Each member of the Selection Committee is responsible for maintaining ongoing confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently. Each member will receive and shall agree to abide by the Guiding Principles and Confidentiality Agreement as noted in Appendix A as a condition of participation.  Each member of the Selection Committee has the responsibility to contact the District Office of Human Resources with any concern that a part of the process or procedure may have been violated. | **Responsibilities**  The Selection Committee has the following responsibilities:   1. Read and understand the position duties, responsibilities and criteria as described in the position announcement. 2. Develop screening criteria based on the minimum and preferred qualifications of the position guided by the expected duties and responsibilities of the position. Minimum qualifications include an evaluation of the extent to which applicants demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students. 3. Based on the position announcement, develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District. 4. Establish an interview schedule that accommodates all committee member schedules. A committee member who is unable to participate for the entire duration of a committee meeting cannot continue serving on the committee. 5. Interview all selected candidates using only the questions previously agreed upon by the committee members. Follow-up questions may be asked only if they meet all the following criteria: if they are based directly on a candidate's response to a question, if they do not seek information outside the scope of the established hiring criteria, if they are not in violation of equal opportunity guidelines, and if they do not unnecessarily prolong the interview. 6. Document/record assessment of candidates in the interview process. 7. Recommend the final candidate(s) for selection to the appropriate administrator. Recommended finalists must be acceptable to the majority of the Selection Committee members since only a candidate recommended by the Selection Committee may be hired. 8. Each member of the Selection Committee is responsible for maintaining ongoing confidentiality of the entire process, including the confidentiality of the interviews as well as the evaluative comments made during the committee’s selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix B. 9. All conversations regarding the business of the hiring committee shall only take place when the entire committee is present. 10. Each member of the Selection Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated. |
| **PROCESS**  **Recruitment and Advertising**  Faculty positions are advertised for a minimum of six (6) weeks from the date posted to the District HR website. In unusual or extenuating circumstances, the time frame may be reduced to not less than four (4) weeks with the approval of the President and the Vice Chancellor of Human Resources and Equal Opportunity.  The hiring search committee in conjunction with Employment Services will review existing division employee data and college student demographics. In order to create a diverse candidate pool, appropriate recruitment and advertising strategies must be implemented. To that end, position announcements are provided to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants and to organizations committed to serving underrepresented populations.  In addition, position announcements are posted to online recruitment sites identified as part of “core advertising” strategies, and in alignment with the District’s Employment and Opportunity Plan, and are advertised locally and in professional journals and related publications~~, in The Chronicle of Higher Education,~~ and on internet sites as recommended by the Search Committee, department faculty and the College President. Department/program faculty and administrators are also encouraged to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.  Recruitment and advertising strategies are intended to result in a strong pool of candidates that are both diverse and qualified. To that end, position announcements are posted to sites that will best serve these goals and may include colleges, universities, and other organizations committed to serving underrepresented candidates. | PROCESSRecruitment and Advertising Administrator positions are advertised for a minimum of six (6) weeks. In unusual or extenuating circumstances, and when prior applicant pools have demonstrated strong applicant response in shorter time periods, the time frame may be reduced to not less than four (4) weeks with the approval of the President, Vice Chancellor, or Chancellor, and the Vice Chancellor of Human Resources/Equal Opportunity.  In order to create a diverse candidate pool, appropriate recruitment and advertising strategies must be implemented. The Search Committee in conjunction with Employment Services will review existing employee and student demographics and make recommendations for recruitment activities or posting alternatives that extend beyond the core strategies and seek to reach diverse populations.  Position Announcements are posted to online recruitment sites identified as part of "core advertising" strategies and in alignment with the District’s Equal Employment Opportunity Plan, and are advertised locally and in professional journals and related publications and on other Internet sites as recommended by the Search Committee and the President or Vice Chancellor of Human Resources/ Equal Opportunity. Department/program faculty, administrators, and classified staff are also encouraged to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.  Recruitment and advertising strategies are intended to result in a strong pool of candidates that are both diverse and qualified. To that end, position announcements are posted to a variety of organizations and online sites that will best serve these goals and may include colleges, universities, and other organizations committed to serving underrepresented candidates. | PROCESS **Recruitment and Advertising**  Classified staff positions are advertised for a minimum of three (3) weeks. In unusual or extenuating circumstances, the time frame may be reduced to not less than two (2) weeks with the approval of the President or Vice President under whom the position falls the Vice Chancellor of Human Resources and Equal Opportunity.  Recruitment and advertising strategies are intended to result in a strong pool of candidates that are both diverse and qualified. To that end, position announcements are provided to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants and to organizations committed to serving underrepresented candidates.  In addition, position announcements are posted to online recruitment sites identified as part of "core advertising" strategies, and are advertised locally and in professional journals and related publications when appropriate, and on other Internet sites as recommended by the administrator.  The search committee in conjunction with Employment Services may make recommendations for recruitment activities or posting alternatives that extend beyond the core strategies to reach diverse audiences. Additional fees may apply.  Department/program faculty, administrators, and classified staff are also encouraged to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position. |
| **Applications**  Employment Services accepts online applications and supplemental materials until 11:59 PM on the closing date, unless otherwise specified on the job announcement. The application period may be extended at any time by approval of the Search Committee and either the College President or the Vice Chancellor of Human Resources/Equal Opportunity.  Employment Services and the district Diversity Coordinator will review the composition of the applicant pool to ensure that any failure to obtain a diverse applicant pool in accordance with the district’s Equal Employment Opportunity Plan is not due to discriminatory practices or procedures. If necessary, the application closing date shall be extended and additional recruitment shall be conducted.  At the close of the application deadline, Human Resources will notify Academic Senate of any candidates requesting equivalency. | **Applications**  Employment Services accepts online applications and supplemental materials until 11:59 PM on the closing date, unless otherwise specified on the job announcement. The application period may be extended at any time by approval of the Search Committee, hiring manager, College President or Vice Chancellor, or Vice Chancellor of Human Resources/ Equal Opportunity.  Employment Services, in collaboration with the district Diversity Coordinator, will review the composition of the applicant pool to ensure that any failure to obtain a diverse applicant pool in accordance with the district’s Equal Employment Opportunity Plan is not due to discriminatory practices or procedures. In addition, and if necessary, the application closing date may be extended and additional recruitment shall be conducted.  **Equivalency**  Applicants for academic administrator positions may request a formal evaluation of qualifications to establish equivalency for the minimum qualifications. All applicants who have initiated an equivalency request shall be considered to have met minimum qualifications, pending verification from the appropriate equivalency review body. Instructions for requesting an equivalency review shall be made available to all applicants. Each requesting applicant is responsible to initiate a request for equivalency in accordance with established procedures.  On or before the close of the application deadline District Human Resources will direct a request for equivalency review in accordance with established procedures. | **Applications**  Employment Services accepts applications and supplemental materials until 11:59 PM on the closing date, unless specified otherwise on the job announcement. The application period may be extended at any time by approval of the Search Committee, hiring administrator or Vice Chancellor of Human Resources.  The Equal Opportunity representative will review the composition of the applicant pool to ensure that any failure to obtain a diverse applicant pool in accordance with the district’s Equal Employment Opportunity Plan is not due to discriminatory practices or procedures. If necessary, the application closing date shall be extended and additional recruitment shall be conducted.  **Equivalency**  Hiring committee members are responsible for reviewing that the candidate meets minimum qualifications based on the entirety of the application. |
| **Required Training for All Hiring Committee Members**  All faculty, classified staff, students, and administrators involved in faculty hiring must have received hiring process complete training within the previous two years on equal opportunity, diversity, and the employment process ~~for each Search Committee on which they serve~~. Such training will be provided by the Vice Chancellor of Human Resources and Equal Opportunity or ~~his/her~~ their designee ~~at the~~ prior to the first meeting of the Committee. It is the responsibility of all committee members to ensure that each Committee member receives the required training.  Training will include:  Review of District Diversity Vision Statement  Discussion of District commitment to equal opportunity, diversity, and student success  Mitigating implicit bias  The search and selection process  Role of the Search Committee  Role of the Selection Committee  Development of screening criteria (including equivalency process)  Ethical recruitment strategies  Writing effective interview questions and what is an allowable follow-up question  Cultural diversity, social justice, and equity in the hiring process  Role of the Equal Opportunity Representative  Reference checking  Process for reporting perceived procedural issues (e.g rule bending, favoritism, etc.)  Confidentiality | REQUIRED TRAINING AND PROCEDURAL GUIDELINES All persons involved in hiring committees must have completed EEO Hiring Committee training within the previous two years prior to their participation on a Search or Selection Committee. Such training will be provided by the Vice Chancellor of Human Resources/Equal Opportunity, or their assigned designee, prior to, preferably, but not later than the first meeting of the Committee. It is the responsibility of the Chair to verify that each Committee member has received the required training.  Training will include, at a minimum:   * Review of District Diversity Vision Statement * Discussion of District commitment to equal opportunity, diversity, and student success * Mitigating implicit bias * The search and selection process * Role of the Search Committee * Role of the Selection Committee * Development of screening criteria (including equivalency process) * Ethical recruitment strategies * Writing effective interview questions and understanding allowable follow-up questions * Cultural diversity and equity in the hiring process * Role of the Equal Opportunity Representative * Reference checking. * Process for reporting perceived procedural issues (e.g rule bending, favoritism, etc.) * Confidentiality   **Ensuring Diversity**  Prior to releasing the applications to the Search Committee, the EO Rep, hiring manager, and District Diversity Officer (or their designee) shall review the aggregate demographics of the applicant pool to ensure diversity. In the event the pool remains less diverse than desired, they may recommend additional recruitment, extending the application deadline, or moving forward if further reasonable efforts are deemed unlikely to yield additional diversity to the pool. In the event these individuals are unable to reach an agreed upon response, the Vice Chancellor of Human Resources or their designee shall make a final determination whether to release the applications. | REQUIRED TRAINING FOR ALL COMMITTEE MEMBERS All staff, faculty, administrators and students involved in classified staff hiring must have completed EEO Hiring Committee training within the previous two years prior to their participation on a Search Committee. Such training will be provided by the Vice Chancellor of Human Resources/Equal Opportunity, or their assigned designee, prior to, preferably, but not later than the first meeting of the Committee. It is the responsibility of the Chair to verify that each Committee member has received the required training.  Training will include, at a minimum:   * Review of District Diversity Vision Statement * Discussion of District commitment to equal opportunity, diversity, and student success * Mitigating implicit bias * The search and selection process * Role of the Search Committee * Role of the Selection Committee * Development of screening criteria (including equivalency process) * Ethical recruitment strategies * Writing effective interview questions and understanding what is an allowable follow-up question * Cultural diversity and equity in the hiring process * Role of the Equal Opportunity Representative * Reference checking * Process for reporting perceived procedural issues (e.g. rule bending, favoritism, etc.) * Confidentiality |
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| **Screening**  All screening criteria and interview questions must be completed and reviewed by the Search Committee including the Equal Opportunity Representative to ensure that they are without bias then submitted to the District Office of Human Resources. The District Office of Human Resources will conduct a final review of the screening criteria prior to posting the position announcement and interview questions prior to allowing the Search Committee access to the online applications to ensure consistency with the position announcement.  Screening criteria are developed from the qualifications and requirements listed in the position announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on an appropriate screening form that must be used by each member of the Search Committee. Each committee member must participate in the screening process.  The Search Committee selects applicants to interview who will best meet the needs of our diverse student body, the department/program, and the College.  The Equal Employment Opportunity Representative reviews the pool selected for interview to ensure that no screening or selection criteria has adversely affected any group. The Equal Opportunity Representative ~~and the~~ may recommend to the Search Committee Chair and District Office of Human Resources that the search be suspended until steps are taken to remedy any adverse impact. Additional steps may include a discussion with the Vice Chancellor of Human Resources and Equal Employment Opportunity representative or their designee and/or a diversity officer regarding the overall composition of the applicant pool and the screening criteria or procedures that have failed to produce a diverse applicant pool.  The Search Committee will consider the following options:  Review the applicant pool to ensure that qualified applicants have not been overlooked;  If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;  Request that Employment Services contact applicants with incomplete applications to request the missing application materials;  Extend the search by posting a new submission deadline  Begin a new search | **Screening**  All screening criteria and draft interview questions must be completed and reviewed by the Search Committee, including the Equal Opportunity Representative, to ensure that they are without bias, and then submitted to the District Office of Human Resources. The District Office of Human Resources will conduct a final review of the screening criteria and draft interview questions prior to allowing the Search Committee access to the online applications.  The final interview questions must be completed and submitted to the District Office of Human Resources for review prior to conducting the interviews. Reviews are conducted to ensure consistency with the Position Announcement and fair employment practices.  Screening criteria must be job related and are developed from the duties and responsibilities, qualifications, and requirements listed in the Position Announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on the appropriate screening form and the form must be used by each member of the Committee. Each committee member is expected to participate in the screening process.  In the event a committee member joins the committee after screening is completed, for example, due to replacing another committee member, the new committee member shall not participate in screening. The committee is not required to rescreen the applicants.  The Search Committee selects applicants to interview who may best meet the needs of the population to be served, the division, the college and the district.  The Equal Opportunity Representative reviews the pool selected for interviews to ensure that no screening criteria have adversely affected any group. The Equal Opportunity Representative may recommend to the Search Committee Chair and the District Office of Human Resources that the search be suspended until steps are taken to remedy any apparent adverse impact. The Search Committee Chair and/or the Equal Opportunity Representative may, at any time, seek assistance from the Vice Chancellor of Human Resources / Equal Opportunity, their designee, and/or a diversity officer regarding the overall composition of the applicant pool and the screening criteria or procedures that have failed to produce a diverse applicant pool.  The Search Committee will consider the following options:  Review the applicant pool to ensure that qualified applicants have not been overlooked;  If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;  Request that Employment Services contact applicants with incomplete applications to request the missing application materials;   * Extend the search by posting a new submission deadline * Begin a new search | **Screening**  All screening criteria, draft interview questions and a demonstration of skills (if applicable) must be completed and reviewed by the Search Committee, including the Equal Opportunity Representative, to ensure that they are without bias. The screening criteria and draft interview questions will then be submitted to the District Office of Human Resources, which. will conduct a final review of the screening criteria and draft interview questions prior to allowing the Search Committee access to the online applications or conduct interviews. Reviews are conducted to ensure consistency with the position announcement and fair employment practices.  Screening criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on an appropriate screening form that must be used by each member of the Committee. Each committee member must participate in the screening process.  Prior to releasing the applications to the Search Committee, the EO Representative, hiring manager, and District Diversity Officer (or their designee) shall review the aggregate demographics of the applicant pool to ensure diversity. In the event the pool remains less diverse than desired, they may recommend additional recruitment, extending the application deadline, or moving forward if further reasonable efforts are deemed unlikely to yield additional diversity to the pool. In the event these individuals are unable to reach an agreed upon response, the Vice Chancellor of Human Resources or their designee shall make a final determination whether to release the applications.  The Search Committee will consider the following options:  Review the applicant pool to ensure that qualified applicants have not been overlooked;  If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;  Request that Employment Services contact applicants with incomplete applications to request the missing application materials;   * Extend the search by posting a new submission deadline * Begin a new search   Once the screening process has been completed, the Equal Opportunity Representative reviews the pool selected for interviews to ensure that no screening criteria have adversely affected any group. The Equal Opportunity Representative may recommend to the Search Committee Chair and the District Office of Human Resources that the search be suspended until steps are taken to remedy any apparent adverse impact. The Search Committee Chair and/or the Equal Opportunity Representative may, at any time, seek assistance from the Vice Chancellor of Human Resources / Equal Opportunity, their designee, and/or a diversity officer regarding the overall composition of the applicant pool and the screening criteria or procedures that have failed to produce a diverse applicant pool. |
| **Interviews**  Interviews are scheduled by the Chair of the Search and/or Selection Committee. Each candidate must be provided the same interview information about the interview process and offered a choice of interview times whenever possible.  NOTE: All members of the Search Committee must be present for all every interviews. If a member misses an interview, that committee member is removed from the Search Committee. If an E/O rep misses an interview, their duties may be assigned to an existing member of the committee pending approval of ~~replacement must be approved by~~ HR, ~~and can only evaluate adherence to the hiring process rather than the candidate(s).~~  Each member of the Search and Selection Committee documents the interview in a format agreed upon by the Committee.  Follow-up questions directed to the candidate during the interview must only be done in order to clarify an answer given.  After interviews are completed, members of the Search and/or Selection Committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of our diverse student population. Evaluations of candidates must be limited to responses to questions in the interview and submitted materials. Other information about a candidate is only to be shared as part of the reference checking process.  ~~First-hand knowledge of a candidate may be shared by a committee member only if it pertains to the individual’s ability to successfully performs the functions of the position. Any information that has the potential to negatively impact a candidate should be verified via additional sources. Committee members should approach the Equal Opportunity Representative if there is uncertainty regarding the pertinence of the information.~~  The Equal Opportunity Representative reviews the finalist pool to determine whether any criteria or procedures used in the interview phase may have had an adverse impact on any group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall report the concern to the Committee Chair and Vice Chancellor of Human Resources/Equal Opportunity, or the assigned designee to determine whether additional steps should be taken to ensure equal opportunity. Consultation may also include a diversity coordinator. At that time the decision will be made as whether to proceed with the recommendation to the selection committee.  In the event that the search process is unsuccessful, the Search committee will consider one or more of the following options:  Re-interview finalists  Review the applicant pool to ensure that qualified applicants have not been overlooked;  If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;  Request that Employment Services contact applicants with incomplete applications to request the missing application materials;  Extend the search by posting a new submission deadline  Begin a new search  In the event that the selection process is unsuccessful, the Selection Committee will consider one or more of the following options:  Re-interview finalists  Request the search committee review the applicant pool to ensure that qualified applicants have not been overlooked  If applicable the President/Vice Chancellor/Chancellor may refer the process back to the Search Committee to request Employment Services:  refer additional complete applications that have been submitted since the first review date forwarded for screening, and interview additional candidates;  contact applicants with incomplete applications to request the missing application materials and refer new complete applications for screening, and interview additional candidates; or  Extend, cancel or re-open the search.  Proceed with selection of a final candidate.  Absent extenuating circumstances described in writing to the president, the Search Committee identifies at least two candidates to meet with the Selection Committee for further assessment.  An unranked list of finalists is forwarded to the President who convenes the Selection Committee. The Search Committee Chair collects and returns all screening and interview materials, including electronic materials, to Employment Services. The Search Committee Chair instructs all committee members to permanently delete all applications materials, after submitting a copy to the Chair.  **DN**: THIS LAST PARAGRAPH SEEMS OUT OF PLACE. | **Interviews**  Interviews are scheduled by the Chair of the Search and/or Selection Committees. Each candidate must be provided the same interview information about the interview process and offered a choice of interview times whenever possible.  NOTE: All members of the Search Committee must be present for every interview. If a member misses an interview during the Search process, that member is removed from the Search Committee and shall not provide input into the evaluation of applicants. If an EO Rep is removed due to missing an interview, their duties shall be reassigned to an existing member of the committee, pending approval of or alternate assignment by the District Office of Human Resources  Each member of the Search Committee documents interviews in a format agreed upon by the Committee. Guidelines for Selection Committee interviews are determined by the Hiring Manager or assigned administrator.  Follow-up questions may be directed by the Search Committee to the candidate during the interview, but only to the extent it is necessary to clarify information provided in the answer to an interview question. Selection Committee members may also seek clarification on information contained in the candidate’s application materials.  After interviews are completed, members of the Search and/or Selection Committee discuss and evaluate the qualifications of the candidates, including how candidates will meet the needs of a diverse population. Evaluation of candidates must be limited to responses to questions in the interview and submitted materials. Other information about a candidate, such as first-hand knowledge, may only be shared confidentially with the hiring manager as part of the reference checking process.  The Equal Opportunity Representative reviews the finalist pool to determine whether any criteria or procedures used in the Search Committee interview phase may have had an adverse impact on any group. If the Equal Opportunity Representative believes that adverse impact exists, the Representative shall report the concern to the Committee Chair and Vice Chancellor of Human Resources/Equal Opportunity, or their designee, to determine whether additional steps should be taken to ensure equal opportunity. Consultation may also include a diversity coordinator. At that time the decision will be made whether to proceed with the recommendation to the Selection Committee.  If the Search Committee is not satisfied with the interviewed candidates, the Committee may:   * Review the applicant pool to ensure that qualified applicants have not been overlooked; * If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening; * Request that Employment Services contact applicants with incomplete applications to request the missing application materials; or * Extend the current search,. * Begin a new Search   In the event that the Selection Process is unsuccessful, the President/Vice Chancellor/Chancellor or Hiring Manager may:   * Re-interview finalists * Request the Search Committee review the applicant pool to ensure that qualified applicants have not been overlooked. * refer the process back to the Search Committee to request Employment Services: * refer additional complete applications that have been submitted since the first review date forwarded for screening, and interview additional candidates; * contact applicants with incomplete applications to request the missing application materials and refer new complete applications for screening, and interview additional candidates; or * Extend, Cancel or re-open the search. | **Interviews**  Interviews are scheduled by the Chair of the hiring committee. Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.  NOTE: All members of the Search Committee must be present for every interviews. If a member misses an interview, that committee member is removed from the Search Committee and shall not provide input into the evaluation of applicants. If an EO Representative is removed due to missing an interview, their duties shall be reassigned to an existing member of the committee, pending approval of or alternate assignment by the District Office of Human Resources.  Each member of the Committee documents the interview evaluation in a format agreed upon by the Committee.  Follow-up questions may be directed by the Search Committee to the candidate during the interview, but only to the extent it is necessary to clarify information provided in the answer to an interview question.  After interviews are completed, members of the Search Committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population. Evaluation of candidates must be limited to responses to questions in the interview and submitted materials. Other information about a candidate, such as first-hand knowledge, may only be shared confidentially with the hiring manager as part of the reference checking process.  If the Search Committee is unable to recommend a finalist, the committee will consider one or more of the following options:   * Review the applicant pool to ensure that qualified applicants have not been overlooked; * If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening; * Request that Employment Services contact applicants with incomplete applications to request the missing application materials; or * Extend the current search,. * Begin a new Search   To successfully conclude a search, the Search Committee selects a candidate or candidates to recommend to the hiring administrator.  The Equal Opportunity Representative reviews the finalist candidate(s) to determine whether any selection criteria or procedures used in the interview phase have had an adverse impact on any group. If the Equal Opportunity Representative believes that adverse impact exists, they shall consult with the committee Chair, the diversity coordinator and the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee to determine whether additional steps should be taken to ensure equal employment opportunity.  The Search Committee Chair returns all the screening and interview forms and all other non- finalist application materials to Employment Services once the committee has completed its work. |
| **Reference Checking**  References checks are performed for the purposes of affirming the selection of the final candidate. An objective, written report of reference responses must be completed and shared with the College President and/or Vice Chancellor of Human Resources. Should information discovered in reference checking serve to eliminate the candidate from consideration the President, Vice Chancellor or Chancellor has the option to perform reference checks on the secondary candidate.  First-hand knowledge of a candidate may be shared by a committee member only if it pertains to the individual’s ability to successfully perform the functions of the position. Any information that has the potential to negatively impact a candidate should be verified via additional sources. Committee members should approach the Equal Opportunity Representative if there is uncertainty regarding the pertinence of the information.  Reference checks are normally performed by the Hiring Manager following the selection committee process. Under unusual circumstances and when requested by the hiring manager, reference checks may be conducted by one or more committee members. Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence by the hiring manager, and by the committee when the committee is requested to conduct the reference checks. | **Reference Checking and First-Hand Knowledge**  References checks are performed for the purposes of affirming the selection of the final candidate. Prior to conducting the reference checks Committee members may recommend to the Hiring Manager or other senior administrator tasked with conducting the reference checks those areas to inquire further or seek verification. Reference checks may inquire about prior work experience, education and training, performance, professional characteristics, or any other job-related inquiry related to future successful performance of the candidate in this position.  If information discovered in reference checking serves to eliminate the candidate from consideration, the President, Vice Chancellor or Chancellor has the option to perform reference checks on the secondary candidate, if one exists.  Committee members or other members of the District may share first-hand knowledge of a candidate with the senior administrator responsible for making the final selection recommendation, but only if it pertains to the individual’s ability to successfully perform the functions of the position, is shared confidentially, is shared only with the administrator charged with conducting reference checks, and occurs after a final selection committee recommendation is made but prior to concluding reference checks and making an offer. Such information shall be recognized only as potential reference information. Any information that has the potential to negatively affect the continued consideration of a candidate should be verified via additional sources. Committee members should approach the District Diversity Officer if there is uncertainty regarding the pertinence of the information.  Reference checks are performed by the Hiring Manager or other senior administrator responsible for conducting the reference checks following the selection committee process and before making a tentative job offer. Reference checks must be completed in accordance with the policies and principles of equal opportunity and must be held in strict confidence. . | **Reference Checks**  Reference checks of the recommended candidate(s) are made by the appropriate administrator before making a tentative job offer.  References checks are performed for the purposes of affirming the selection of the final candidate(s) and must be completed in accordance with the policies and principles of equal opportunity. Reference checks may inquire about prior work experience, education and training, performance, professional characteristics, or any other job-related inquiry related to future successful performance of the candidate in this position.  Committee members or other members of the District may share first-hand knowledge of a candidate with the senior administrator responsible for making the final selection recommendation, but only if it pertains to the individual’s ability to successfully perform the functions of the position, is shared confidentially, is shared only with the administrator charged with conducting reference checks, and occurs after a final selection committee recommendation is made but prior to concluding reference checks and making an offer. Any information that has the potential to negatively affect the continued consideration of a candidate should be verified via additional sources. Committee members should approach the District Diversity Officer if there is uncertainty regarding the pertinence of the information.  An objective, written report of reference responses must be completed and shared with the College President and/or Vice Chancellor of Human Resources. Should information discovered in reference checking serve to eliminate a finalist from consideration, the President, Vice Chancellor or Chancellor has the option to perform reference checks on a secondary candidate if one exists.  Reference information must be held in strict confidence by the hiring manager. |
| **Final Selection**  The President will make the final decision on the candidate(s)s and forward the selected candidate to the Chancellor for recommendation to the Board  The President or designee may extend a tentative offer of employment to the selected candidate pending approval by the Board of Trustees. Any offer prior to Board approval must be clearly stated as a tentative offer contingent on Board approval.  The Equal Opportunity representative will review the process to verify that all candidates were treated fairly and that the process yielded candidates able to meet the needs of a diverse population.  **Commencement of Employment**  The employee is not authorized to begin their assignment until cleared by Human Resources and approved by the Board. | **Final Selection**  The President, Vice Chancellor, or Chancellor will make the final decision and forward the selected candidate for recommendation to the Board.  The President, Vice Chancellor, or Chancellor, or their designee, may extend a tentative offer of employment to the selected candidate pending approval/ratification by the Board of Trustees. Any offer prior to Board approval must be clearly stated as a tentative offer contingent on Board approval or ratification.  The Equal Opportunity Representative will review the process to verify that all candidates were treated fairly and that the process yielded candidates able to meet the needs of a diverse population. | **Final Selection**  If not serving as Chair, the appropriate administrator shall meet with the Search or Selection Committee to review the Committee’s recommendation. The administrator may act upon the Committee’s recommendation to select a candidate. In the event that the administrator disagrees or requires additional information, the administrator may choose to invite some candidates to a second interview.  **Commencement of Employment**  The candidate may begin employment upon clearance from the District Office of Human Resources. |
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