

**AP 4130 Current Draft
January 31, 2023**

**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:

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 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.
3. Commitment to participation in department/program activities and the shared governance of the College.

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 and respectful 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.

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 ensure that they will not adversely affect the applicant pool.

The finalized position announcement must be approved by 1) the search committee which includes 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.

SEARCH COMMITTEE

Membership

The Search Committee shall be established by the department/program faculty in consultation with the Dean. The consultation shall be transparent and inclusive of all faculty in the department/program and allow sufficient time for faculty input. Members of the search committee may include tenured full-time faculty, full-time faculty in phase III of their probationary period, part-time faculty with reemployment preference, classified professionals, students, and/or administrators. Members of the search committee may be from either campus. The majority of the search committee shall be faculty from within the hiring department/program. When clear and compelling academic and/or professional circumstances warrant, other faculty and staff may be included on the Search Committee. Special circumstances may include, but are not limited to, the addition of discipline expertise and enhancing the diversity of the committee. The appropriate academic senate representative shall forward a list of all committee members designated to serve on the Search Committee to the Academic Senate. The Academic Senate shall review the composition of the committee to ensure the above criteria are met. All faculty appointments to Search Committees must be confirmed by the Academic Senate before the search committee begins its work. To ensure a variety of perspectives, the Academic Senate shall consider diversity, equity, and discipline/program recommendations when confirming faculty appointments to search committees.

Search committees should endeavor to include students in the hiring process.

When students are included on the search committee, they may be included as full members of the search committee or in limited-capacity roles, such as giving input during interviews and/or teaching demonstrations. Students wishing to serve on a faculty hiring committee will be appointed by Student Government (DASG/ASFC) and must be in good academic standing and enrolled in at least eight (8) units (or the equivalent, to be determined in collaboration with the search committee chair and appropriate DSP&S/DRC designee). Any student serving on the full search committee shall not be enrolled in courses in the hiring department during the hiring process.

Faculty in the hiring department should conduct a transparent and inclusive process to determine the scope of student participation on the search committee, and they must inform

the Dean at least two weeks in advance of the formation of the hiring committee. The Dean will contact DASG/ASFC and DASG/ASFC will be given at least two weeks to appoint a student who meets the conditions for serving on the committee. The student appointee(s) shall be given sufficient time to undergo required training.

An Equal Opportunity Representative from outside of the division shall be appointed to the Committee by the District Human Resources office. The Equal Opportunity Representative shall be a full-time employee or a part-time faculty employee.

The Division Dean normally serves as chair of the committee.

The membership of the Search Committee, including students participating in any capacity, 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 or students who clearly embrace the concepts of equity, diversity, and equal opportunity to serve on the Committee.

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.) When the applicant pool contains part-time and/or non-tenure track faculty employees who meet minimum qualifications and have

reemployment preference in the division at the college hiring the position, **at least two** of these applicants shall be included in candidates selected for an interview.

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/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.

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 at least one faculty member, but preferably more, from the Search Committee. The Selection Committee may also include one or more classified professionals and/or students from the search committee, if serving as full members of the search committee. The College President (or designee) 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 will be chaired by the President (or designee).

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 in the finalists interviews to evaluate 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 candidate/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.

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 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.

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.

Required Training for All Hiring Committee Members

All faculty, classified staff, students, and administrators involved in faculty hiring must have completed equal opportunity, diversity, and employment process training within the previous two years. Such training will be provided by the Vice Chancellor of Human Resources and Equal Opportunity or their designee. All members of the committee must complete the training prior to their first meeting with 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

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 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

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.

Only members of the Search Committee are present for interviews and all members of the Search Committee, including student members, must be present for all interviews. If student participation is limited to the teaching demonstration, the student participants must be present for all demonstrations. If a member misses an interview or demonstration, 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 HR.

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.

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, they 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.

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.

Final Selection

The President will make the final decision on the candidate(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.