

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

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 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 administrators who **will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.**

Hiring faculty, staff, and administrators is accomplished through Search and Selection committees, which **result** in a recommendation from the President, Vice Chancellor or other appropriate administrator to the Chancellor to recommend to the Board for employment.

**These procedures do not apply to Executive Administrator positions (e.g., Chancellor, President, and Vice Chancellor).**

**MINIMUM** HIRING QUALIFICATIONS

The Foothill – De Anza Community College District has established the following minimum hiring qualifications for all administrator 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.

For Educational Administrators only, minimum qualifications as established in accordance with Education Code Section 87356 and California CCR title 5 53420.

**Commitment to involvement in the participatory governance of the College and the District.**

<p>President or designee or their designee for job relatedness and potential adverse impact on the applicant pool.</p>	
<p><b>PROCEDURES</b></p> <p>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.</p> <p>Establishing the Position</p> <p>Faculty positions are identified by a process established by each College.</p> <p>Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process.</p> <p>Position Announcement</p> <p>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.</p> <p>The position announcement must include the following:</p> <p>A statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, 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.</p> <p>Departments/programs require applicants to explain their commitment to diversity, equity and inclusion.</p> <p>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</p>	<p><b>PROCEDURES</b></p> <p>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.</p> <p>Establishing the Position</p> <p>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.</p> <p>Receipt of the Staffing Requisition by Employment Services signals approval to begin the search process.</p> <p>Position Announcement</p> <p>The Hiring Manager and Hiring Committee, with input from the impacted area, work collaboratively to develop the job posting in accordance with the expected duties and responsibilities of the position.</p> <p>The job posting must include the following:</p> <p>A listing of the duties and responsibilities of the position. The minimum qualifications for the position including: a statement in accordance with Education Code Section 87360 that requires that all applicants be sensitive to, understanding of, and have respect for the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students. The District will require all applicants to explain their commitment to diversity, equity and inclusion. For Educational Administrators: Educational requirements in accordance with Education Code Section 87356 and California CCR title 5 53420. 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.</p>

<p>monitored by the Vice Chancellor of Human Resources and Equal Opportunity jointly with the District Academic Senate President or designee for adverse impact.</p> <p>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.</p> <p>Legal qualifiers established by Human Resources to comply with federal, state, and District regulations.</p> <p>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.</p> <p>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.</p>	<p>For Program Administrators, a provision for presentation of qualifications that are equivalent to the minimum qualifications.</p> <p>Legal qualifiers established by Human Resources to comply with federal, state, and District regulations.</p> <p>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.</p> <p>The finalized position announcement must be approved by the hiring committee 1) the appropriate administrator, 2) the appropriate Vice President, and 3) the Vice Chancellor of Human Resources and Equal Opportunity or their designee prior to publication</p>
<p>SEARCH COMMITTEE</p> <p>Membership</p> <p>The Committee shall be established by the department/program faculty in consultation with the Dean. All 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 who are either or full time tenured faculty or in their Phase 3 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</p>	<p>SEARCH COMMITTEE</p> <p>Membership</p> <p>Search Committees for administrative positions will be established and convened by the appropriate College or District hiring administrator or the assigned designee. The committee shall include an administrator who shall serve as the committee chair and an Equal Opportunity Representative from outside the department/program. The committee shall include appropriate representation from impacted unit members. In addition, 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 any case, the Search Committee shall normally be composed of a majority of administrators.</p> <p>The bargaining unit shall appoint a member of their unit to serve on the Search Committee when appropriate. Additional classified staff members serving on committees</p>

<p>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 <b>before the search committee begins its work.</b> <b>Students wishing to serve in a faculty hiring committee, must be in good academic standing and enrolled in at least eight (8) units.</b></p> <p>An Equal Opportunity Representative from outside of the division shall be appointed to the Committee by the District Human Resources office.</p> <p>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. The Academic Senate shall consider diversity, equity, and discipline/program recommendations when confirming faculty appointments to search committees.</p> <p>The Division Dean normally serves as chair of the committee.</p>	<p><b>shall be approved by the appropriate Classified Senate.</b></p> <p>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. All faculty appointments to Search Committees must be confirmed by the Academic Senate.</p> <p>An Equal Opportunity Representative from outside of the <b>department/program shall be appointed by District Human Resources office.</b></p> <p>Every effort should be made to incorporate diversity on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications. <b>The Classified Senate</b> shall consider diversity, equity, and <b>area needs</b> when confirming classified staff appointments to search committees.</p> <p><b>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</b></p>
<p>Responsibilities</p> <p>The Search Committee has the <b>following</b> responsibilities:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Identify recruiting sources in consultation with Human Resources.</li> <li>3. Develop job related interview questions designed to</li> </ol>	<p>SEARCH COMMITTEE: Responsibilities and Procedures</p> <p>The Search Committee has the responsibilities listed below</p> <ol style="list-style-type: none"> <li>1. <b>Read and understand the duties, responsibilities, and criteria as described in the position announcement.</b></li> <li>2. <b>Identify screening criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position.</b></li> <li>3. Develop job related interview questions designed to</li> </ol>

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.

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.

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.

distinguish candidates who will best meet the needs of the department/division, the College, and the District, in the interest of best serving students.

4. 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.

5. Review the aggregate demographics of the applicant pool to ensure diversity.

6. Screen all applications to select candidates for 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, if they are not in violation of equal employment 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.

<p>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.</p>	<p>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.</p>
<p>SELECTION COMMITTEE</p> <p>Membership</p> <p>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, <b>and at least one student from the search committee.</b> 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).</p>	<p>SELECTION COMMITTEE</p> <p>Membership</p> <p>The Selection Committee is established and <b>convened</b> by the President, Vice Chancellor, or Chancellor, or their assigned designees, and includes the appropriate administrator, the Search Committee chair, the Equal Opportunity Representative from the Search committee, <b>and at least one other member from the Search Committee plus as many members of the Search Committee as willing.</b> 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 will be chaired by the President (or designee).</p>
<p>Responsibilities</p> <p>The Selection Committee has the following responsibilities:</p> <p>Provide input to the College President regarding the questions to be used in the Selection Committee interview process.</p> <p>Participate <b>at the College President's direction</b> 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.</p> <p>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.</p> <p><b>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</b></p>	<p>Responsibilities</p> <p>The Selection Committee has the following responsibilities:</p> <p>Provide input to the <b>President, Vice Chancellor, Chancellor</b> regarding the questions to be used in the Selection Committee interview process.</p> <p>Participate in the interviews of finalists' to the academic <b>and/or</b> 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.</p> <p>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.</p>

<p>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.</p> <p>5. 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 as noted in Appendix A.</p> <p>6. Each member of the Selection Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated.</p>	<p>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 must agree to abide by a statement of Guiding Principles and Confidentiality as noted in Appendix A as a condition of participation.</p> <p>Each member of the Selection Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated.</p>
<p>PROCESS</p> <p>Recruitment and Advertising</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>PROCESS</p> <p>Recruitment and Advertising</p> <p>Administrator positions are advertised for a minimum of six (6) weeks. In unusual or extenuating circumstances, 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.</p> <p>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, in The Chronicle of Higher Education, and on other Internet sites as recommended by the Search Committee and the</p>

<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
<p>Applications</p> <p>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.</p> <p>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.</p> <p>At the close of the application deadline, Human Resources will notify Academic Senate of any candidates requesting equivalency.</p>	<p>Applications</p> <p>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, College President or Vice Chancellor, or Vice Chancellor of Human Resources/ Equal Opportunity.</p> <p>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.</p>
<p>Required Training for All Hiring Committee Members</p> <p>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 designee at the first meeting of the Committee. It is the responsibility of all committee members to ensure that each Committee member receives the required training.</p>	<p>REQUIRED TRAINING FOR ALL HIRING COMMITTEE MEMBERS</p> <p>All faculty, staff, and administrators involved in hiring administrators must have received Hiring Process training within the previous two years to be allowed to participate on a Search or Selection Committee. Such training will be provided by the Vice Chancellor of Human Resources/Equal Opportunity, or the assigned designee, prior to or at the first meeting of the Committee. It is the responsibility of the Chair to verify that each Committee member has received the required training that includes, at a minimum:</p>

<p><b>Training will include:</b></p> <ul style="list-style-type: none"> <li>Review of District Diversity Vision Statement</li> <li>Discussion of District commitment to equal opportunity, diversity, and student success</li> <li>Mitigating implicit bias</li> <li>The search and selection process</li> <li>Role of the Search Committee</li> <li>Role of the Selection Committee</li> <li>Development of screening criteria (including equivalency process)</li> <li>Ethical recruitment strategies</li> <li>Writing effective interview questions and what is an allowable follow-up question</li> <li>Cultural diversity, social justice, and equity in the hiring process</li> <li>Role of the Equal Opportunity Representative</li> <li>Reference checking</li> <li>Process for reporting perceived procedural issues (e.g rule bending, favoritism, etc.)</li> <li>Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Review of District Diversity Vision Statement</li> <li>Discussion of District commitment to equal opportunity, diversity, and student success</li> <li>Mitigating implicit bias</li> <li>The search and selection process</li> <li>Role of the Search Committee</li> <li>Role of the Selection Committee</li> <li>Development of screening criteria (including equivalency process)</li> <li>Ethical recruitment strategies</li> <li>Writing effective interview questions and what is an allowable follow-up question</li> <li>Cultural diversity, social justice, and equity in the hiring process</li> <li>Role of the Equal Opportunity Representative</li> <li>Reference checking</li> <li>Process for reporting perceived procedural issues (e.g rule bending, favoritism, etc.)</li> <li>Confidentiality</li> </ul>
<p>Screening</p> <p>All screening criteria and interview questions must be completed and reviewed by the <b>Search</b> 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 <b>posting the position announcement</b> and <b>interview</b> questions prior to allowing the Search Committee access to the online applications to ensure consistency with the position announcement.</p> <p>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.</p> <p>The Search Committee selects applicants to interview who will best meet the needs of our diverse student body, the department/program, and the College.</p>	<p>Screening</p> <p>All screening criteria and interview questions must be completed and reviewed by the <b>Hiring</b> 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 and questions prior to allowing the Search Committee access to the online applications to ensure consistency with the <b>job description</b> and Position Announcement.</p> <p>Screening criteria must be job related and are developed from qualifications and requirements listed in the job announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on the appropriate screening form <b>and the same form</b> must be used by each member of the Committee. Each committee member must participate in the screening process.</p> <p>The Search Committee selects applicants to interview who will best meet the needs of the population to be served, the division, the college and the district.</p>

<p>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 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 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:</p> <ul style="list-style-type: none"> <li>• Review the applicant pool to ensure that qualified applicants have not been overlooked;</li> <li>• If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;</li> <li>• Request that Employment Services contact applicants with incomplete applications to request the missing application materials;</li> <li>• Extend the search by posting a new submission deadline Begin a new search</li> </ul>	<p>The Equal Opportunity Representative reviews the pool selected for <b>Search Committee</b> interviews to insure that no screening criteria have adversely affected any group. The Equal Opportunity Representative may recommend <b>to the Search Committee Chair and the District Office of Human Resources</b> 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 / Equal Opportunity, or the assigned designee, <b>and/or a diversity officer</b> regarding the overall composition of the applicant pool and the screening criteria or procedures that <b>may have produced an adverse impact. At that time the decision may be made whether to interview additional candidates or recommend that further recruitment be initiated before proceeding.</b></p> <p>The Search Committee will consider the following options:</p> <ul style="list-style-type: none"> <li>• Review the applicant pool to ensure that qualified applicants have not been overlooked;</li> <li>• If applicable, request to have any additional complete applications that have been submitted since the first review date forwarded for screening;</li> <li>• Request that Employment Services contact applicants with incomplete applications to request the missing application materials;</li> <li>• Extend the search by posting a new submission deadline Begin a new search</li> </ul>
<p>Interviews</p> <p>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.</p> <p>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. <b>If an E/O rep misses an interview, their replacement must be approved by HR, and can only evaluate adherence to the hiring process rather than the candidate(s).</b></p> <p>Each member of the Search and Selection Committee documents the interview in a format agreed upon by the Committee.</p> <p>Follow-up questions directed to the candidate during the interview must only be done in order to clarify an answer given.</p>	<p>Interviews</p> <p>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.</p> <p>NOTE: All members of the Search Committee must be present for every interview <b>conducted as part of the Search portion of the process.</b> If a member misses an interview during the Search process, that member is removed from the Search Committee.</p> <p>Each member of the Search and/or Selection Committee documents interviews in a format agreed upon by the Committee.</p> <p>Follow-up questions directed to the candidate during the interview must only be done in order to clarify an answer given.</p>

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.

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.

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

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.

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.

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, the Representative 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.

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,.

Begin a new Search

<p>pool to ensure that qualified applicants have not been overlooked</p> <p>If applicable the President/Vice Chancellor/Chancellor may refer the process back to the Search Committee to request Employment Services:</p> <p>refer additional complete applications that have been submitted since the first review date forwarded for screening, and interview additional candidates;</p> <p>contact applicants with incomplete applications to request the missing application materials and refer new complete applications for screening, and interview additional candidates; or</p> <p>Extend, cancel or re-open the search.</p> <p>Proceed with selection of a final candidate.</p> <p>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.</p> <p>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.</p>	<p>In the event that the Selection Process is unsuccessful, the President/Vice Chancellor/Chancellor or Hiring Manager may:</p> <p>Re-interview finalists</p> <p>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:</p> <p>refer additional complete applications that have been submitted since the first review date forwarded for screening, and interview additional candidates;</p> <p>contact applicants with incomplete applications to request the missing application materials and refer new complete applications for screening, and interview additional candidates; or</p> <p>Extend, <b>Cancel</b> or re-open the search.</p>
<p><b>Reference Checking</b></p> <p>References checks are performed for the purposes of affirming the selection of the final candidate. 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.</p> <p>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.</p>	<p><b>Reference Checking</b></p> <p>References checks are performed for the purposes of affirming the selection of the final candidate. 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.</p> <p>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.</p>

<p><b>Final Selection</b></p> <p>The President will make the final decision on the candidate(s) and forward the selected candidate to the Chancellor for recommendation to the Board</p> <p>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.</p> <p>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.</p> <p><b>Commencement of Employment</b> The employee is not authorized to begin their assignment until cleared by Human Resources and approved by the Board.</p>	<p><b>Final Selection</b></p> <p>The President, Vice Chancellor, or Chancellor will make the final decision and forward the selected candidate to the Chancellor for recommendation to the Board.</p> <p>The President, Vice Chancellor, or Chancellor, or their designees, 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.</p> <p>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.</p> <p><b>Commencement of Employment</b> The employee is not authorized to begin their assignment until cleared by Human Resources and approved by the Board.</p>
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