



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

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.

b. Educational requirements as determined by the department/program in accordance with Education Code Section 87356. Additional desirable 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 for adverse impact;

c. Provision for presentation of qualifications that are equivalent to the minimum qualifications;

d. Legal qualifiers, established by Human Resources to comply with federal, state, and District regulations.

3. The position announcement may also 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 or his/her designee to insure that they will not adversely affect the applicant pool.

4. The position announcement must be approved by 1) the Division Dean or appropriate administrator, 2) the appropriate Vice President, 3) the college diversity officer, and 4) the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee.

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.

An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the College diversity office. If the College diversity office is unable to assign a Representative, one may be appointed by the Vice Chancellor of Human Resources and Equal Opportunity or his/her designee.

Review of District Diversity Vision Statement
Discussion of District commitment to equal opportunity, diversity and student success
The search and selection process
Role of the Search Committee
Role of the Selection Committee
Development of screening criteria
Writing effective interview questions
Cultural diversity in the interview process
Role of the Equal Opportunity Representative
Reference checking
Confidentiality

Responsibilities

The Search Committee has the following responsibilities:

1. Review the position announcement and identify recruiting sources.
2. Identify selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Selection criteria will include an evaluation of the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
3. Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division and the College.
4. Determine the subject matter and format of the demonstration of teaching, 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.

6. Establish an interview schedule that accommodates all committee members' schedules including the Equal Employment Representative.

7. 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 info

The Selection Committee is composed of the President, the appropriate Vice President, 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. This committee should be balanced in its diversity and will be chaired by the President. The

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

Development of screening criteria (including equivalency process)

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 or re-open the search.

The Search Committee identifies two or more candidates to meet with the Selection Committee for

An unranked list of finalists is forwarded to the President who convenes the Selection Committee. The Search Committee Chair returns all the screening and interview forms and all other non-finalists application materials to Employment Services.

All members of the Selection Committee must be present for all interviews and subsequent discussions. If a member misses an interview he/she is removed from the Committee.

Reference Checking

Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence within the committee.

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.

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

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.

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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.

The employee is not authorized to begin their assignment until cleared by Human Resources and approved by the Board.

**APPENDIX A
FULL TIME FACULTY
Employment Policy And Hiring Procedures
Guiding Principles
Search And Selection Committee Members**

Each committee member agrees to act in the best interest of the College and the District in selecting a candidate who best meets the needs of the diverse students we serve.

Each committee member understands that search and selection is a confidential process subject to laws and regulations on privacy and access (Title 5, California Code of Regulations, Section 53023(a); California Government Code, Section 6254).

Specifically, each member agrees not to discuss or in any way release information to any non-authorized person regarding:

1. Written materials turned in by the applicant or evaluations made by the committee members about applicants;
2. Oral discussions by or about applicants or committee members during or following the interview process, and;
3. Any other information that relates to the search and selection process including the names of applicants.

Each committee member agrees if approached by any non-authorized person to discuss any of the above, the member is to refer the individual to Human Resources.

Each committee member understands that failure to maintain confidentiality will not only jeopardize the search and selection process but could result in violation of Federal or State regulations and incur liability on behalf of the District. It is also understood that even the perception that confidentiality has been breached may jeopardize the hiring process. Therefore, each committee member agrees to call to the attention of the Vice Chancellor of Human Resources and Equal Opportunity, any action which might be interpreted as a breach of confidentiality. (b)(5)(r)-7(i)(5)(ng pr)-7(oc)12(e)-o