



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.

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.

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 1) the search committee which includes the 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 Committee shall be established by the department/program faculty in consultation with the Dean. Search Committees will normally include a majority of Foothill-De Anza tenured faculty who are experts in the discipline or a related discipline. When clear and compelling academic and/or professional circumstances warrant, other faculty including contract and part-time 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 Division Dean 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.

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 full-time and part-time faculty, classified staff, students, and/or administrators. Members of the search committee may be from either campus. The majority of the search committee shall be faculty. To serve on the Search committee, faculty must be from the discipline or a related discipline and must be either part-time faculty with reemployment preference, full-time tenured faculty, or tenure-track faculty in Phase 3 of their probationary period. 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

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.

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. The Academic Senates shall

2. establishes the support and resources students need to serve on these committees effectively;

3. addresses identified barriers hiring committees may face when incorporating students into the search and selection process;

that the Foothill Academic Senate partners with the College and District Administration and the Foothill Office of Professional Development to identify effective practices for inclusion of students in the full-time faculty search and selection process, and develop the training needed to deepen the understanding of the value of student participation and strengthen the commitment to these practices by all faculty hiring committee members.

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.

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. Faculty in the hiring department should conduct a transparent and inclusive process to determine whether to include students as full members of the hiring committee or in a limited-capacity role, such as giving input during interviews, teaching demonstrations, or open forums, and they must inform the Dean at least two weeks in advance of the Dean's formation of the hiring committee. DASG/ASFC will be given at least two weeks to appoint a student who meets the condition of serving on the committee.

The membership of the Search Committee is submitted to Human Resources to ensure that the committee is sufficiently broad.



librarianship skills required of all faculty candidates. T

statement of guiding principles as noted in Appendix A.

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.



4. Advise the President after completion of the interviews. If there is not consensus, the President may decide to interview the finalists a second time; review the interview pool in consultation with the Search Committee for additional finalists; reopen the search; or select one of the finalists. If additional candidates are identified from the applicants and/or interview pool they must be acceptable to the Search Committee to be forwarded to the Selection Committee.

5. 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 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.

6. 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.

In the event that a hiring process results in more than one candidate who meets the present or



	<p>Training will include:</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>
<p><b><u>Screening</u></b></p> <p>Screening criteria and interview questions must be completed and approved by the Equal Opportunity Representative before the Search Committee can access the applications. Screening criteria 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.</p> <p>The Committee selects applicants to interview who will best meet the needs of the students, the department/program and the College. Committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.</p> <p>The Equal Opportunity Representative reviews the pool selected for interview with the college diversity</p>	<p>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.</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>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</p>

office to ensure that no screening or selection criteria has adversely affected any monitored group. The Equal Opportunity Representative and the College diversity coordinator may recommend that the search be suspended until steps are taken to remedy the problem. Additional steps may include a discussion with the Vice Chancellor of Human Resources and Equal Opportunity (or designee) regarding the overall composition of the applicant pool and the screening criteria or procedures that have produced an adverse impact. The Committee may decide to interview additional candidates or recommend that further recruitment be initiated before proceeding.

Representative may recommend to the Search Committee Chair and District Office of Human

If the Search Committee is not satisfied with the interviewed candidates, the Committee may:

<p>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.</p> <p>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.</p>	<p>Extend, cancel or re-open the search. 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><b><u>Reference Checking</u></b></p> <p>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.</p>	<p>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.</p> <p>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.</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</p>



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.