

The Foothill-De Anza Community College District seeks a qualified and diverse 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. ~~Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students.~~ **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

e. Legal qualifiers established by Human Resources to comply

recommendations when confirming faculty appointments to search committees.

The Division Dean normally serves as chair of the committee.

Training

~~All faculty, staff, and administrators involved in faculty hiring must receive training 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.~~

~~Training will include:~~

- ~~- Review of District Diversity Vision Statement~~
- ~~Discussion of Distr~~

3. Develop job related interview questions designed to

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.

12. 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.

13. Each member of the Search Committee has the responsibility to contact Human Resources if any part of the process or procedure has been violated.

Membership

The Selection Committee is composed of the College President, or their designee, the Search Committee Chair, the Equal Opportunity Representative from the Search Committee, and as many faculty from the Search Committee as possible but at least one faculty member from the Search Committee. 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).

Role

~~The Selection Committee evaluates and validates the candidate's qualifications in meeting the needs of our diverse student population and the needs of the division, department/program, and the College.~~

Responsibilities

The Selection Committee has the following responsibilities:

1. Provide input to the College President regarding the questions to be used in the Selection Committee interview process.
2. Participate at the College President's direction in the finalists' interviews to evaluate and

3. Evaluate the finalists in an open and collaborative discussion. Before

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

All faculty, classified staff, and administrators involved in faculty hiring must have received hiring process complete training

diverse student body, the department/program, and the College. ~~Search committees will consider the particular needs of the division/department/program and the student population to be served in the selection of candidates.~~

The Equal Employment Opportunity Representative reviews the pool selected for interview to ensure that no screening or selection criteria has adversely affected any ~~monitored~~ group. The Equal Opportunity Representative ~~and the~~ may recommend that the search be suspended until steps are taken to remedy **any adverse impact** ~~the problem~~. Additional steps may include a discussion with the Vice Chancellor of Human Resources and Equal Employment Opportunity representative or his/her **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:

- Review the applicant pool to ensure that qualified applicants have not been overlooked;

- If applicable, request to have any additional

~~been overlooked;~~

If applicable, request to have any additional complete applications that have been

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.

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.

Approved by the Board of Trustees ~~January 5, 1998~~

~~Revised August 23, 2004~~

Approved by the Board ...date Revised ... date

Each committee member agrees to act in the best interest of our diverse student population, the division/department/program, and the college in selecting a candidate.

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 and/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

Each committee member agrees to operate in an objective and unbiased