

I. GOVERNING BOARD POLICIES
SECTION 1900 – EMPLOYMENT PRACTICES

1920 - RECRUITMENT AND HIRING POLICY

The San Jose/Evergreen Community College District recognizes that a diverse community of faculty, staff and administrators promotes academic excellence and creates an inclusive educational and work environment for its employees, contractors, students and the community it serves. It is the District's policy to recruit, employ, value, and support a highly qualified and diverse workforce.

Through the cooperation and with the assistance of all District staff, the Governing Board assures that all employees and applicants for positions in the District will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability. Nothing in this section will supersede applicable federal and state law.

The San Jose/Evergreen Community College District believes the Governing Board, administration, faculty, staff and students share the responsibility of ensuring that District employees are sensitive to, and knowledgeable of, the diverse backgrounds of its staff and students.

The District seeks candidates who meet the following requirements and who are best prepared to meet the needs, interests and goals of the diverse students we serve. It is the intent of the District that the sensitivity, knowledge, understanding, and experience that candidates bring with them should bear some relation to the demographics of the student population of the District.

All candidates must meet the following three requirements to be qualified for employment in the district.

- 1) All candidates must demonstrate sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
- 2) All candidates must demonstrate experience or demonstrated ability integrating diversity into the major duties (as appropriate) outlined in the job description or demonstrates they have equivalent transferable skills to do so.
- 3) Candidates in the following classifications should demonstrate experience and knowledge in diversity in the areas listed below and must have demonstrated experience in integrating diversity into at least three of the areas:

For managers and supervisors: supervision, evaluations, recruitment, hiring, student services, program and/or curriculum development, policies and practices, retention of women, ethnic minorities and the disabled, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees.

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4/5/88; 3/24/92
** Revised 03/11/03

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For full time faculty: curriculum development, curriculum changes, course offerings, program development, mentorship, teaching methods, creation of a culturally sensitive classroom environment, meaningful interactions with diverse students and other employees, and staff development activities.

Candidates in the following classifications should demonstrate experience and knowledge in integrating diversity into the listed areas below and must have demonstrated experience in integrating diversity into at least two of the areas:

For part-time faculty: curriculum development, curriculum changes, course offerings, program development, mentorship, teaching methods, creation of a culturally sensitive classroom environment, meaningful interactions with diverse students and other employees, and staff development activities.

For classified employees: student services, mentorship, and meaningful interactions with diverse students and other employees.

Candidates who have no prior experience in the position they are currently applying for must demonstrate that they have equivalent transferable skills, from prior jobs or other experiences, to meet this requirement.

In compliance with federal and state legislation the Governing Board, with the governance groups of the quadripartite system, will strengthen and implement procedures to recruit, screen, select, hire, train, and promote all employees of the District according to the District Diversity and Equal Employment Opportunity Plan.

A diverse volunteer recruitment committee shall be formed for the following purposes:

- 1) To recruit and develop a diverse pool of applicants for full and part time faculty, administrative and supervisory positions. Recruitment and advertising for all positions shall be as inclusive and broad as possible to ensure as many diverse populations as possible are reached for each available position.
- 2) To supplement hiring committees that are not diverse.

Any full time faculty, administrative or supervisory position before the board for approval shall be accompanied with a checklist showing compliance with our equal employment regulations which will include, among other things, verification that screening committees were approved for diversity; that all screening committee members received the Human Resources Charge and diversity training; and that all pools were approved at each stage for adverse impact by Human Resources and the Diversity Directors.

The Chancellor is responsible for implementing and communicating this policy and the District Equal Employment Opportunity Plan to all District employees.

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