

De Anza Academic Senate

Background and Timeline - Hiring Policies and Procedures Review for District Employee Groups

(Including the District Academic Senate and District Diversity and Equity Advisory/Human Resources Advisory shared governance groups)

Background:

Over the last 4 years, De Anza College has made a commitment to addressing equity issues, student and institutional equity. It is known that equity driven change is designed to improve institutional outcomes.

The De Anza Office of Equity, Social Justice and Multicultural Education, under the leadership of Veronica Neal and in collaboration with the Office of Professional Development, have launched Equal Opportunity training for Equity Official Representatives confirmed to serve in hiring committees (the Academic Senate confirms faculty serving in hiring committees). The current training consists of:

EO Level 1 Workshop Abstract with Outcomes Embedded:

At the completion of this four-hour workshop Equal Opportunity Representatives (EO) will have a solid grounding in De Anza College's philosophy and commitment to diversity & social justice, which are at the heart of our Institutional Core Competencies. EO Reps will understand their role on the hiring committee, the six major segments of the hiring process and be able to demonstrate a variety of strategies they can use to implement concepts of inclusion and social justice during each segment of the hiring process.

EO Level 2 Workshop Abstract with Outcomes Embedded:

At the completion of this four-hour workshop Equal Opportunity Representatives (EO) will have a solid introduction to the breadth and depth of their role in equity advocacy and leadership at De Anza. Specifically, participants will be able to: identify or reconnect with at least three allies or partners in the equity work at De Anza; define equity, equity advocacy and how advocacy differs from monitoring and support; describe the process of institutional racism; and describe and practice negotiating intercultural dialogue. This workshop is highly interactive and works to deepen relational trust and provide opportunities for personal reflection and action planning.

<http://www.deanza.edu/equityoffice/EOreps.html>

Note: The duration and specific content of the district training proposal came from De Anza's work.

Since 2015, employee groups at FHDA have articulated the need to ensure that hiring policy and procedures is seen from an equity lens. District/Campus wide constituencies received data reports to better understand the hiring trends and faculty composition, particularly as it reflects the population of students served. At De Anza, once the members of a hiring committee are trained, they will be asked to bring to the hiring committee the data to inform their process and selection (2 samples of data are provided on page 5).

Employee groups represented in share governance groups have agreed to centralize the hiring committee training with a uniformed training centered on equity. The common understanding is that every hiring committee member receives the same training as it is everyone's collective responsibility to ensure equity in the process. Every single member of the hiring committee is informed (instead of just the EO rep).

Timeline:

October 24, 2016 (Communication with the De Anza Academic Senate via email)

The District Academic Senate (composed of the 3 officers from each Senate) is conducting an initial review of the FT faculty Hiring Policy and Procedures as part of the work the District Diversity and Equity Advisory/Human Resources Advisory Committee. The District Academic Senate could become the body to carry out the Senate's 10/24 approved motion, if the Foothill College Academic Senate leadership agrees.

June 15th DDEAC/HRAC Meeting

An update was provided on the shared interest expressed by all constituency groups for all members of hiring committees to receive training on equitable hiring practices.

May 25, 2016 – District Academic Senate Meeting

Senators continued the review of the district full-time faculty hiring policy and procedures; general section and procedures section are completed.

May of 2016 - May of 2016 - FHDA Board (included in communication with the De Anza Academic Senate via email on 10/25) The FHDA Board approved the Equal Employment Opportunity Plan. The plan was reviewed by all shared governance groups in the winter and spring. This plan relates directly to the proposal reviewed. There has been dialogue on how we "equitize" hiring. Enforcing equitable practices is not just the responsibility of the EO rep but all of us who serve as members of a hiring committee. Our commitment to Equity and an Equity Agenda calls for all members of hiring committees to participate in training. Excerpt of the EEO plan; the plan commits us to the following:

Training for Screening/Selection Committees [Plan Requirement - title 5, § 53003(c)(4)]

Any organization or individual, whether or not an employee of the district, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the district's Equal Employment Opportunity Plan; the district's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to have completed training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Equal Employment Opportunity Officer is responsible to assure the required training is offered on a regular basis. Any individual, whether or not an employee of the district, acting on behalf of the district with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of title 5 and the district's Equal Employment Opportunity Plan.

Note: Required by the State if the district want to receive funding

April 28, 2015 DDEAC/HRAC Meeting- Senate President was not in attendance. Meeting topics included job application diversity statement approved, EO plan announcement, website repository announcement, sexual misconduct, and the preparation for meeting with the National Equity Project

April 27, 2016 District Academic Senate

The charge: conduct a review of the district full-time faculty hiring policy and procedures. Mayra Cruz provided a background and the charge to committee formed with faculty representation from De Anza and Foothill, and District Academic Senate members; need to confirm Foothill's faculty representation. Others members can be added when appropriate. The committee will compare each college's procedures against the approved district policy/procedure to determine how each adheres, and discuss potential and/or proposed changes. Paul Setziol reported that the last review of the policy and procedures was done in 1991. The members will need a rubric or checklist to review with an equity lens. Members would also like to research best practices to include once we determine which areas to change. Members provided examples of potential difference and areas to change: role of the academic senate in the selection of the committee, emergency hires, hiring committee diversity, the dean's role; EO training for everyone who serves in a hiring committee.

April 25, 2016 (De Anza Academic Senate meeting)

The faculty hiring process prompt questions guide was presented ([See page 6 guide](#)).

March 17, 2016 DDEAC/HRAC Meeting

Reviewed each existing hiring process to determine what is working, what could use refinement. Decided to break in to sub-groups to divide up the work. The groups are as follows:

- a. Faculty Process: Mayra, Carolyn, and other Academic Senate Officers
- b. Classified Process: Myisha, Irma, John, Chris, Bill
- c. Administrator/manager Process: Marietta, Pat, Nicole, Hilda

The goal is to have preliminary reports ready for next meeting which is April 28th. [See page 6 guide](#)

March 7, 2016 (De Anza Academic Senate meeting)- Reported on the February 18th DDEAC/DHRAC

- Discussed the draft EO plan.
- Began the discussion on proposed the sexual misconduct board policy and procedure.
- Proposal to add an additional prompt to the diversity statement required of all applicants was approved. Prompt: "Explain how your life experiences, studies or work have influenced your commitment to equity and inclusion."

February 24, 2016 District Senate Meeting

The Senators discussed how to proceed with the faculty hiring policy and procedures review through an equity lens. It was agreed that this will be a joint effort between the district, our human resources vice-chancellor, Pat Hyland and the Senates. Senators expressed the concern of the district's failure to follow the part time hiring process and about emergency hires.

References to Education Code, AB 1725 and FHDA Faculty Hiring Policies and Procedures

Faculty Hiring: Criteria, policies and procedures shall be agreed upon jointly by board designee and academic senate Ed Code §87360

CA Law and Regulations

EDUCATION CODE SECTION 87360

87360. (a) In establishing hiring criteria for faculty and administrators, district governing boards shall, no later than July 1, 1990, develop criteria that include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

(b) No later than July 1, 1990, hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.

(c) Until a joint agreement is reached and approved pursuant to subdivision (b), the existing district process in existence on January 1, 1989, shall remain in effect.

AB 1725 “1988 by Governor George Deukmejian AB 1725's focus is to emphasize the role of California community colleges as postsecondary institutions committed to transferring students, offering remedial courses, and providing vocational training. Other issues addressed by AB 1725 are the shift in power from the legislature back to the local board, and a number of concerns related to faculty and the hiring of personnel. The bill shifted power back to the local districts, and internally, it clarified the structure of power and admonished administrators and faculty to share the responsibilities of governance in the organization. The law stipulates the future role that affirmative action will play in hiring practices, highlighting the goal that the workforce reflect the proportionality of the state's adult population.”

Retrieved from <http://files.eric.ed.gov/fulltext/ED425764.pdf> on 10/27/16

2014 FHDA Full time Faculty Employment Hiring Policy and Procedures

<http://hr.fhda.edu/downloads/2014%20Full-Time%20Faculty%20Hiring%20Procedures.pdf>

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 the Chair to insure that each Committee member receives the required training that includes:

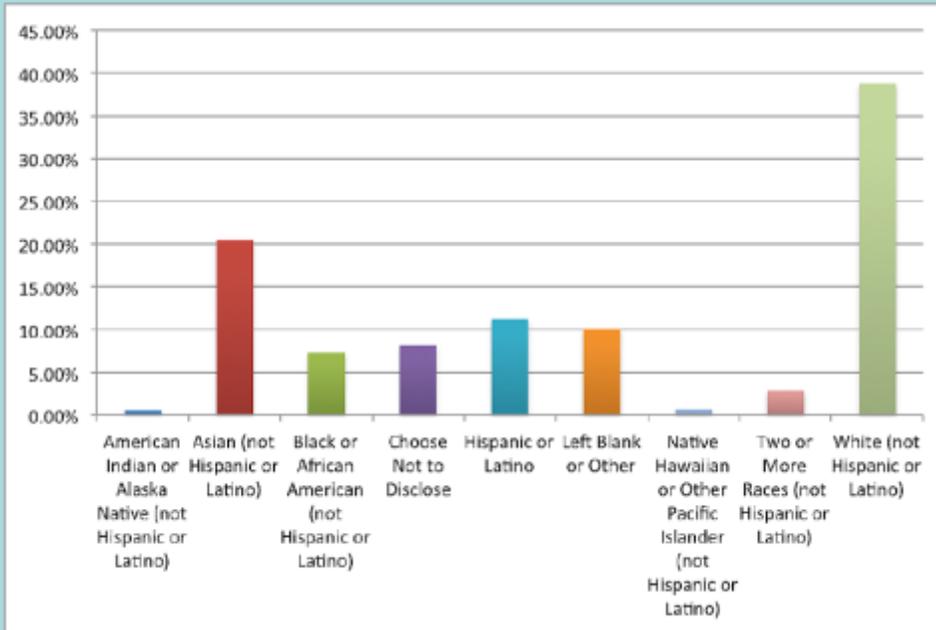
- Review of District Diversity Vision Statement
- Discussion of District commitment to equal opportunity, diversity, and student success

- 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

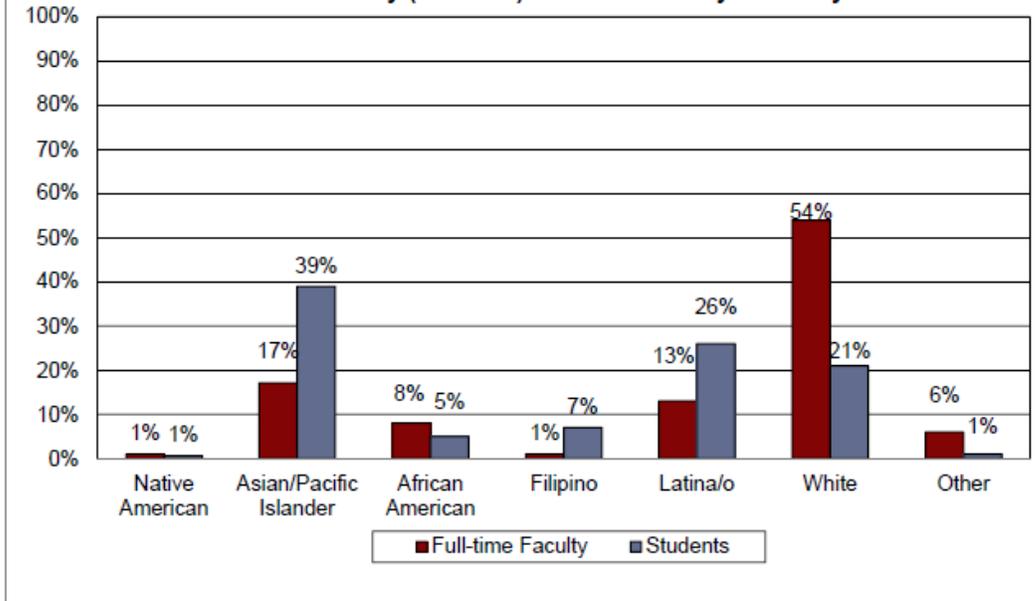
<http://hr.fhda.edu/careers/b-hiring-manual-process-and-policies.html>

FHDA Employee Applicant Pool - Faculty 7/13-7/15

By Taleo ethnicity as percentage of total applicant population



De Anza College Fall 2014 Faculty (full-time) and Students by Ethnicity



Faculty Hiring Process Prompt Questions Guide

STEP	Who involved/guiding principles/Actions/ Requirements	Who involved/guiding principles/Actions/ Requirements	Who involved/guiding principles/Actions/ Requirements	Who involved/guiding principles/Actions/ Requirements	Who involved/guiding principles/Actions/ Requirements
Position established by college process					
Position announcement developed via collaborative process	department/program faculty	college diversity officer and/or EO Rep	approp administrators	DO Employment Services	
Position announcement approved by	1) Division Dean/approp admin	2) approp VP	3) college diversity officer	4) VC HR or designee	
Search Committee established	majority FHDA tenured discipline expert faculty approved by Academic Senate	EO Rep appointed by College diversity office or VC HR or designee	Division Dean		
Search Committee trained at 1st meeting	VC of HR or designee				
SC reviews announcement to identify recruiting sources					
SC identifies selection criteria	minimum quals	preferred quals	extent to which applicants demonstrate sensitivity		
SC develops interview questions	based on job duties				
SC develops demonstration	reflect candidates ability to meet needs of diverse pop				
SC sets interview schedule	EO Rep MUST attend				
SC interviews	follow up questions allowed if related to candidate's response				
SC documents interview performance					
SC conducts reference checks on finalists	SC identifies who will call	SC formulates questions to ask	SC determines how info will be shared with full committee		
SC recommends 2 or more finalists to president					
SelfCommittee formed	President or designee	SC Chair	EO Rep	Min 1 Faculty fromSC	Others deemed approp by Pres
SelfC reviews Pres interview q's					
SelfC participates at Pres's direction in interviews					
SelfC evaluates finalists in open & Collaborative discussion	EO Rep must determine that all candidates were treated fairly/equally				
SelfC advises Pres of sel unless there is not consensus	may re-interview	may look for additional finalists	may reopen search		