

4.3.2P, Recruitment
October 20, 2021, Senate Discussion

CLEAN:

IV. Recruitment

Job Announcement

1. The Screening and Interviewing Committees for regular and part-time faculty shall prepare a clear and complete job announcement for each position, including all job-related skills, essential functions, requirements and any additional qualifications recommended by the committee. The desired or preferred qualifications set by the District must exceed the state's minimum qualifications or the locally determined equivalent.
2. Each job announcement shall be reviewed, edited, and approved by the screening committee, department chair, and the appropriate Dean. Prior to final approval, the Dean and the chair of the screening committee will consult with the VP of HR to make sure that the job announcement complies with the law.

Student Population

35. The District shall acknowledge and include the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Advertising

46. The District will honor IDEA (Inclusion, Diversity, Equity, and Anti-Racism) by ensuring recruitment of colleagues from Latin, Asian Pacific Islander, Black African American, Native American, LGBTQ+, Veterans, and low-income groups.
53. To achieve the District's goal of creating a highly-skilled, multi-cultural, diverse faculty, the District shall support efforts by the Human Resources Department to advertise positions to and recruit from a broad population.

To this end, positions shall be advertised in multiple venues and publications, including relevant cultural associations and local groups.

Decisions about recruitment strategy shall be made in consultation with the Department and/or Program in which the vacancy appears.

Faculty and managers are encouraged to use their own professional and affinity group networks and associations to advertise open positions and recruit prospective applicants.

Faculty and managers are especially encouraged to seek out qualified members of historically underrepresented groups and encourage them to apply for open positions.

When the department chairs request that a job posting be advertised in discipline specific publications, lists, websites, etc. [...].

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64. Part-time faculty employed by the District shall be notified of open regular faculty positions through email. Human Resources shall forward a copy of job postings to all part-time-instructors in a timely manner.

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Student Population

5. The District shall **acknowledge and include** ~~be sensitive to and understanding of~~ the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

OR

5. The recruitment process shall reflect ...

OR

5. The District shall consider the diverse the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds and needs of community college students in its recruitment processes. [Consider adding language that reflects minoritized and historically underrepresented populations.]

Advertising

6. The District will honor IDEA (Inclusion, Diversity, Equity, and Anti-Racism) by ensuring recruitment of colleagues from Latin, Asian Pacific Islander, Black African American, Native American, LGBTQ+, Veterans, and low-income groups.
3. To achieve the District's goal of creating a highly-skilled, multi-cultural, diverse faculty, the District shall support efforts by the Human Resources Department to advertise positions to and recruit from a broad population.

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When the department chairs request that a job posting be advertised in discipline specific publications, lists, websites, etc., Administrative Assistants will enter this information in **PeopleAdmin** when submitting job postings to HR.

4. Part-time faculty employed by the District shall be notified of open regular faculty positions through email. Human Resources shall forward a copy of job postings to all part-time-instructors in a timely manner.

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