

**Areas of Development & Ideas**  
**Academic Senate Discussion on 4.3.2/P, April 7, 2021**

**THINGS TO EXPLORE**

- ASCCC Resolution on student involvement in hiring committees as DEI best practice Spring 2021 General Assembly (S21.02.05)
- Data about hiring, hiring committees; evidence-informed analysis of this work
- Look at best practices from other campuses: inclusive committees, interview questions

**GENERAL POLICY / PROCEDURE IDEAS & VALUES**

- Vision statement: how we hire, lens, what guides our process.
- Policy to address the diversity of candidates, the diversity of our work. How will this policy drive/lead us to desired DEI outcomes?
- Avoid painting departments in “broad strokes”?
- Be student-centered
- Review P/p line by line for inclusive language
- Use “bias interrupters”

**HR**

- HR screening of applications

**JOB ANNOUNCEMENT, APPLICATIONS**

- Diversity statement prompt: include lived experience.
- Strike language like “must have a sensitivity to the diverse needs of our students”; this language represents the bare minimum.

**RECRUITMENT**

- Engage in “focused” and general recruitment.
- Have and use a great list of places to advertise/recruit; EEOC is creating diverse list of places to advertise.

**SCREENING OF APPLICATIONS—PROCESS**

- Review applications anonymously
- Transcripts
  - Exclude?
  - Transcripts help departments to evaluate MQ’s
- Who screens applications?
- Focus on skills and knowledge relevant to the job; avoid “being overly reliant” on degrees and awards.

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- Exclude recommendations

**SCREENING & INTERVIEWING COMMITTEES / PROCESS**

**Composition, General**

- Need robust discussion of committee makeup
- Include language to support departments in constructing diverse committees
- Small departments with multiple disciplines have constraints: balance subject matter expertise & diverse committee
- Disciplinary focus; centering “new consciousness,” DEI
- Be more inclusive

**Composition, Members**

- Students
  - Students as voting members is a “best practice”
  - Student involvement in hiring committees is already an option; what’s at question is moving to allow students the ability to vote
  - Last time: allowing students to be voting member of hiring committee hotly debated. Confidentiality issues, particularly of current PT instructors on our campus who might apply, was raised. This is why “may” was included, not shall. This allowed departments to make their own decision.
  - I would like us to consider making it a “shall” for departments to include students as voting members on faculty hiring committees.
  - Trusting students as experts
  - See ASCCC Resolution S21.02.05.
- Deans: non-voting for adjunct hiring
- Classified staff
- Adjuncts: reconsider limitation of number of adjuncts
- Outside member: require / “shall
- Different types of desired expertise in committee composition (discipline, DEI, etc.)

**Processes: Decision-Making, Candidates**

- Use “bands and ranges” instead of rigid cut scores
- Number of candidates to advance?
- Ranking
  - Rank candidates?
  - A more collaborative process may make ranking moot.

**Processes: Interviews**

- Diversity questions within interviews; provide a list of possible questions
- Zoom interview: more options; offer as a matter of course
- Pay for candidate travel
- “Bias interrupters”: keep questions job-related, use rating form, use “model answers”

**SEMIFINAL INTERVIEWS & FINALIST INTERVIEWS**

- VP-level interviews are more collaborative.

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- Number of administrative interviews
  - Combine VP and Presidential interviews?
  - President interviews candidates because by policy, that individual makes the offer.
  - Number of interviews is equity issue (cost of travel)
- Diversity questions within interviews; provide a list of possible questions
- Zoom interview: more options; offer as a matter of course
- Pay for candidate travel.

**PROFESSIONAL DEVELOPMENT**

- Educational workshops for adjuncts to demystify application & hiring processes, work in CCC system
- Highlight existing great practices
- Prepare colleagues with disciplinary expertise to teach.

**PIPELINE**

- Teaching Fellows Program
- Stipends, internships to prepare potential colleagues to teach at SRJC
- Mentor students and supporting them in becoming instructors
- Prepare colleagues with disciplinary expertise to teach.

**RETENTION**

- Add retention to our conversation; consider retention in orientation of new faculty