1.0 Statement of Equity, Diversity, and Inclusion

Rio Hondo College is committed to advancing educational justice, equity and opportunity. We are committed to confronting and eradicating racist and discriminatory policies and practices that perpetuate institutional barriers. We pledge to eliminate gaps in academic outcomes that hinder our disproportionately impacted students from realizing their full potential. We recognize our responsibility to engage in equity-minded practices to support individual students, faculty, and staff. We hold ourselves and the College accountable for the academic success of disproportionately impacted student populations.

2.0 Purpose

In support of the above statement of Equity, Diversity, and Inclusion, this procedure has been designed to ensure timeliness, predictability, clarity, consistency, integrity and transparency in the process of employment selection. The district shall provide employment without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

3.0 Total Recruitment Process

A. Position Analysis

Job Requisitions shall be approved by the President. Prior to approval, the President shall review the current and newly created job description for the vacant position and may submit it to the Cabinet for input if desired. At a minimum the review shall consider if any changes are to be made in the duties, responsibilities, reporting relationships, services or programs supervised, particular skills, knowledge or abilities required, minimum qualifications, and desirable or preferred qualifications. All of the listed skills, knowledge, abilities, and other qualifications must be job related. Any substantive changes or newly created positions shall go to the Planning Fiscal Council for consultation. If no changes to the current job description are necessary, the opening can be announced immediately. The President shall make the final decision on any changes.

B. Job Posting Announcement
Advertisement for any position at Rio Hondo must represent a realistic view of the professional expectations and common values of the campus community. Candidate must demonstrate not only the professional skills requisite in a position, but show through past behavior that they are committed to making Rio Hondo a leader in equitable treatment to all, diversity, and inclusion. Rio Hondo believes these values will provide the environment that will best serve the entire college community and lead to measurable student success. Job announcements must also adhere to the following:

1. Job announcements shall clearly state the job specification and shall set forth those skills that are necessary for job performance, including the required training and experience related to those skills. Only bona fide occupational qualifications shall be included in job announcements. Positions may be advertised as “Open until filled” to permit acceptance of applications as long as possible and to provide greater access and opportunity.

2. The job announcement shall contain information about a detailed description of the Rio Hondo Community College District that should include a statements regarding the commitment that Rio Hondo has to its community, to equitable treatment of all, diversity, inclusion, student success, and personal and professional development of faculty, staff, and administration.

3. Applicants shall be required to submit a district application form; a letter of interest specific to the position; evidence of any required education, certification or licensure; and a detailed resume of educational preparation and professional experience. The job announcement will state that the letter of interest should address how the applicant meets the requirements of the position.

C. Recruitment

1. Advertisements shall be in accordance with Title 5, Section 53021. Open positions shall be advertised broadly in order to ensure that interested members of underrepresented groups are included in the qualified applicant pool for the position. Human resource will ensure that job announcements to a variety of recruiting sources, including, but not limited to:

   - Rio Hondo Community College District website
   - Faculty (for faculty openings);
   - Exclusive Representative of the bargaining unit with the opening;
• College and university placement departments throughout the state;
• Local School Districts;
• Ethnic Minority Organizations
• Women’s Organizations;
• Employment development agencies and similar employment agencies;
• Agencies for persons with disabilities
• Journal and newspapers whose readership targets protected classes, as well as newspapers having a wide general circulation;
• Underrepresented groups in or attending underrepresented groups;
• Women working in or attending predominantly women’s colleges;
• Professional registries and data banks, specifically those with listings of protected group members;
• Local underrepresented groups, organizations, and agencies regarding recruiting efforts.

2. Records of recruitment efforts shall be maintained in the Office of Human Resources. The Human Resources department will oversee the administrative areas of all recruitments.

3. All applicants, whether internal or external, shall be treated equally.

4. The District shall be identified as an Equal Opportunity Employer.

5. Full-time faculty, classified staff, confidential staff and administrative positions shall be advertised for a minimum of thirty (30) days.

D. Closure of Job Announcement

1. The Office of Human Resources shall ensure that all deadlines are observed for all candidates to ensure equal treatment. When a position is advertised as “Open until filled,” applications will be accepted as long as feasible before they must be prepared for review by the Selection Committee.

E. Application Process

1. All application material shall be completed online. Upon request, applicants shall be directed to the on-line advertisement and application. The on-line application will supply all required information, including position job description.
2. It is the applicant’s responsibility to ensure that all required materials are submitted within the designated timelines. A complete application is one that contains all of the materials required in the job flyer’s application process.

3. All applicants shall be given an opportunity to identify the underrepresented group to which they belong for the purpose of monitoring employment practices. (Title 5, § 53023) This confidential information will remain in the Human Resources Office for research purposes.

4. The Director of Human Resources, or designee, shall certify that the pool of candidates is acceptably diverse or, if not, that defensible recruitment efforts were made to try to achieve diversity. If such certification cannot be made, recruitment shall be reopened following additional measures as described in Title V, section 53006. The hiring process for each opening shall be coordinated by the Office of Human Resources.

F. Monitoring the Process and Certifying the Composition of the Qualified Applicant Pool (Title 5, § 53023)

1. Each opening shall be processed and monitored by the Office of Human Resources.

2. Each opening shall have the Human Resources Officer or designee and an EEO representative at each stage of the selection process, serving in the role described within this policy. The President may designate the Human Resources Officer or designee to also serve as the EEO representative on a committee.

3. Employment of faculty fall be in compliance with Board of Trustees policies related to Title V, Title IX, AB 1725, and other legal requirements. All applicants shall be treated identically whether they are current employees or off-campus applicants.

G. HR Review of Applications

1. The Human Resources Office is responsible to review all applications and/or supporting documents of applicants. HR must ensure two things; that only qualified candidates are forwarded to the Interview Committee, and certify that the pool of qualified candidates includes underrepresented groups. If extensive recruitment efforts have produced no such applicants for a specific
position, the Human Resources Office shall so state to the Interview Committee.

2. Within the Education Code, sections 87010, 87011, of 87405 the State of California prohibits Districts to employ persons who have been convicted of any sex offense or controlled substance.

H. Paper Screening of Applications

1. Prior to posting of the job, the Interview Committee will establish the basic and objective job criteria for the selection of candidates. The criteria shall be broad enough to include underrepresented candidates. Questions supplemental to the job application shall be created from the decided criteria. Answers to such questions should be included on a cover letter. The committee will determine how to score answers found in the cover letter.

2. Screening criteria shall be job-related and based on the job announcement and required application materials.

3. The application review shall include the materials required in the application process. This shall include the application form, cover letter, evidence of required education, certification or licensure, and resume, plus any other materials requested for the application process.

4. The screening committee shall screen, either individually or as a group, only the application materials submitted by each candidate, including an analytical approach to rating the cover letter. Ratings and decisions shall be based on evidence, or lack of evidence, found in the application materials. Under no circumstances shall a committee member introduce information that is not contained in the application materials, and which would substantially influence a decision on the candidate. If the candidate successfully competes and is recommended for further consideration to the President or designee, the committee member should advise the Chair of any relevant information so that appropriate reference checks can be made.

5. All applicants selected for interview must show sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Areas of focus will be as follows: Demonstrated commitment to collaboration and teamwork in the delivery of services to students and community; providing quality educational and student services to a diverse student population and
6. The paper screening process should allow the sub-committee member to get a “profile” of the applicant in order to assign an initial rating. The committee's initial ratings for the applicant will demonstrate whether there is a common perspective on that applicant; for example, a broad base of strong support or a broad base of non-support. The ratings are to be used as a starting point for discussion. There may be less need for discussion on candidates whose ratings show a strong convergence of opinion, and more discussion on candidates with mixed reviews. Members may change their ratings as a result of perspectives shared in the discussion. In deciding on candidates to interview, the decision-making process described in Section IV.G.7, below, shall be used. All candidates must be judged by the standards established for the position and the relative strength of the pool of applicants.

7. The selection sub-committee will determine the natural break between scores. Consensus is met when the committee determines how many, if any, to forward to the 2nd interview. The committee is not limited to the number of candidates to forward.

I. Additional Criteria for selecting personnel for certificated (faculty) positions shall include the following:

1. Possession of the appropriate California Community college instructor credential prior to employment by Rio Hondo Community College District, or

2. Academic background: A Master’s degree or its equivalent in the subject to be taught, or, vocational background including professional preparation and demonstrated appropriate experience as may be applicable, as specified below:

   • Possession of a Master’s degree from an accredited institution in the discipline of assignment, or

   • Possession of a Master’s degree from an accredited institution in the discipline reasonable related to assignment and possession of a
Bachelor’s degree from an accredited institution in the discipline of assignment.

- For faculty in disciplines where a Master’s degree is not generally expected or available, either of the following:
  
  a) Possession of a Bachelor’s degree from an accredited institution is a discipline reasonably related to assignment, plus two years of professional experience, plus appropriate certification to practice or licensure if available.
  
  b) Possession of an Associate degree from an accredited institution in a discipline reasonably related to the faculty member’s assignment, plus six years of professional experience, plus appropriate certification to practice or licensure if available.

3. “Equivalency” to either academic or vocational requirements shall be determined in accordance with BP 7211.

4. Individual departments may add information on educational requirements placing emphasis on a specific area.

5. Other departmental interests may be shown under “Desirable Qualifications”. These are limited to job-related factors.

6. All applicants selected for hire must show a sensitivity to an understanding of the national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status of community college students.

J. 1st Level Interviews for employment of Faculty, Administrators, and Confidential positions.

1. Prior to any interviews, the interview committee shall review standard procedures for interviewing, develop core questions to be asked, review any rating device, and set the time limit for the interviews.

2. The candidate shall be provided the opportunity to review the interview questions privately, without benefit of reference materials, before the start of the interview.
3. The Chair and the Human Resources representative shall coordinate the
   schedules of the Selection Committee for all necessary meetings and
   interviews.

4. The Office of Human Resources or designated office will notify and schedule
   the applicants for interviews.

5. Interviews shall be scheduled on succeeding days, if possible, and with
   sufficient time to allow the committee to discuss a candidate’s responses
   following each interview. At all times, the Committee should be flexible to
   accommodate needs of interviewees.

6. A period of approximately ten (10) to 12 (twelve) minutes shall be provided
   following each interview to share observations about the candidate’s
   interview. Committee members shall first write their own individual
   evaluation of the candidate. Then members may share their observations
   about the candidate’s responses, communication and presentation skills, and
   personal characteristics relevant to the position. The purpose is not to
   persuade others, but to identify elements which were very impressive and/or
   elements that caused reservations and, if necessary, to clarify information
   the candidate presented in the interview. This sharing should also help
   members see if there is a common perspective on the relative qualifications
   of the candidates being interviewed.

7. Each member of the Selection Committee shall prepare a written assessment
   of each applicant interviewed using a form provided by the Office of Human
   Resources.

8. For Faculty, Administrators, and Confidential positions, the Interview
   Committee shall make a conscientious effort to reach consensus in deciding
   on candidates to recommend to the President for further consideration.
   Consensus shall be reached when the committee, as a whole, can support
   the number of candidates to forward for 2nd level interview. Consensus
   means that every committee member “can live with” the decision and will
   support the decision through common consent. the committee’s unanimous
   decision. As it is important to eliminate bias, it is imperative that the
   selected candidates are anonymously ranked by each committee member.
   The ranking of each committee member will combined to determine the
   order of rank for each candidate. As the committee is charged with sending
   3-5, the committee will reach a consensus on how many candidates to send,
EMPLOYMENT PROCEDURES
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3, 4, or 5 candidates. that every committee member has the opportunity to voice their views and to speak in support of candidates they think should be recommended. It is also required that every candidate be given fair consideration and that the job-related reason(s) for not recommending as a finalist be stated. It will be a key responsibility of the Chair to facilitate this process.

If the Committee is unable to reach consensus, and the Chair, in consultation with the Human Resources Officer, determines that a conscientious effort has been made, the Chair will call for a polling of committee members. If one-third, or fewer, of the committee are not in agreement with the rest of the committee, each of the minority members must state the job-related reasons for not agreeing to consensus on the particular candidates being considered as finalists. The Human Resources Officer and the EEO Representative must agree that the reasons are not arbitrary. The committee will discuss the weight and merit of the reasons, with the continued goal of reaching consensus. If the discussion does not result in consensus, the committee’s task will be deemed to have been completed. The job related reasons for this outcome shall be documented.

The intent of this decision-making process is to encourage open, candid discussion of all perspectives on the candidates and to allow the Committee to work its way to a common conclusion. It is also intended to make committee members responsible for the integrity of the process, aware of the need to protect the institution from liability, and accountable for the decisions made. A desired outcome is that every committee member will believe that the selection process was fair, that they had the opportunity to voice their opinions, and that candidates were given due consideration.

9. For Faculty, Administration, and Confidential positions, the Selection Committee shall complete their task by recommending not less than three (3) nor more than five (5) of the best qualified candidates for further consideration. (A selection process that produces less than three qualified candidates are acceptable only in extraordinary circumstances. In such cases, the committee must provide a written statement of substantial reasons for their recommendation. The reason(s) must be job-related, and not based on preferring one candidate over another.) The candidates sent forward are to be unranked and considered qualified candidates for the position. The committee may decide to submit a statement of the relative qualities (strengths and/or weaknesses) of the recommended candidates, to
be considered as additional information rather than an obligation to select a particular candidate.

10. The Office of Human Resources shall mail notifications to all applicants who were not hired or forwarded for a second level interview.

11. For classified positions:

- The interview committee will determine the final recommendation for approval by the President/Superintendent of the College.

- After approval by the President/Superintendent, the final candidate will be submitted for consent approval by the Board of Trustees.

- The Superintendent/President or designee will notify finalist of the decision to hire.

K. Recommended Candidates Interviews for employment of Faculty, Administrators, and Confidential positions.

1. The Office of Human Resources shall notify and arrange interviews for the candidates recommended by the Screening Committee for further consideration.

2. The President shall interview the candidates recommended by the committee. The President may select District Administrators, Cabinet members, members of academic senate, or members of CSEA to participate in these interviews and to provide comments regarding strengths and weaknesses of each candidate to the President. The chair of the Selection Committee, or designee, shall sit in on the interviews as an observer and, at their conclusion, shall relate the strengths and/or weaknesses of the candidates as viewed by the Committee. During these interviews, a person serving as EEO monitor/representative shall be in attendance.

3. After the President has interviewed the recommended candidates, the President shall decide when and how reference checks shall be made and for which candidates. The President shall make the final evaluation and recommendation to employ to the Board of Trustees.

4. The President reserves the right to recommend none of the candidates to the Board of Trustees.
5. The Board of Trustees may meet with the President to review the top candidate(s) for the position.

6. The President, or designee, shall notify both the successful and unsuccessful candidates by phone.

7. The Office of Human Resources shall contact the successful candidate concerning salary, benefits, and the process for completing the employment process.

L. Reference Checks

1. After the President has interviewed the recommended candidates, the President shall determine which of the recommended candidates will have reference checks done and, in consultation with the Executive Director of Human Resources, the manner in which they will be conducted, and by whom. Unless authorized by the President, or designee, no person is to make reference calls on any applicant for the position. In no case shall reference checks be done for any applicant prior to the completion of the interview process.

2. The President shall determine if site visits will be scheduled for any of the finalist(s).

M. Interrupting the Recruitment Procedure

1. Recruitment may be stopped, postponed or extended by the President and the position may be reopened at any step of this process.

N. Completing the Hiring Procedure

1. The Executive Director of Human Resources will review the procedures for selection of the person to be recommended for appointment submitted by the Interview Committee.

2. The President, or designee, shall complete the paperwork for the hiring of the selected candidate, including the Letter of Transmittal, and forward it to the Office of Human Resources for processing. Under no circumstances may a new employee begin work prior to the date set/approved by the Board of Trustees.
3. At this point, all Equal Employment records must be complete.

4. The successful candidate’s name shall be submitted to the Board of Trustees for approval of appointment, terms and conditions of employment, and salary. Faculty and Administration candidates must be approved by the Board of Trustees in closed session.

O. Notification

1. All persons who were interviewed will be notified by the President/Superintendent or designee as to whether they were successful or unsuccessful candidates as soon as possible.

4.0 Interview Committee

In the process of recommending interview candidates to the President/Superintendent Rio Hondo Community College District will performed by an Interview Committee. The interview committee will have a sub-committee, consisting of members of the Interview Committee, and is responsible to screen qualified candidates for the first interview. These groups have a part in the selection of candidates that go forward in the interview process, to be interviewed by the President/Superintendent. The makeup and requirement for the Interview Committee are listed below.

A. For all committees and sub-committees, a trained EEO monitor will be appointed by the Executive Director of Human Resources. The EEO monitor is a non-voting member of the committee in which they serve. EEO will ensure fairness in the process and that committees are compliant to all Equal Opportunity laws.

B. The composition of all Interview Committee should reflect the demographics of the District’s service area.

C. Screening sub-committee will be designated to perform the paper-screening of applications. The makeup of the screening sub-committee shall be:

1. Faculty hires
   • The Division Dean/Director/ Administrator
   • 2 members of the faculty from the division, as appointed by the Dean with the authorization of the President of the Academic Senate (Senate President).
• Classified unit member who has direct contact with the division personnel.

2. Classified unit member hires
   • The Division Dean/Director/Administrator
   • A classified unit member who has direct or indirect contact with the division personnel.
   • Faculty member if the position has frequent contact with faculty. Faculty member will be appointed by the Dean/Director/Administrator.

3. Administration hires
   • The Division Dean/Director/Administrator
   • One (1) classified unit member
   • Minimum of one (1) and a maximum of two (2) faculty members within the division.

D. Interview Committee’s Hires: Committees shall serve in an advisory capacity to the President or designee role in the selection process shall be to review application materials submitted by candidates, to recommend candidates for the first interview, to conduct the first interview, and to recommend candidates for further consideration to the President or designee. Agents who appoint committee members shall observe the necessity of providing racial/ethnic and gender diversity; the EEO/Staff Diversity Officer shall determine the sufficiency of the committee composition. Individuals related by blood or marriage shall not serve on the same committee. The makeup of the interview committee shall be:

1. Faculty Hires – Committee is comprised of a total of a minimum of six (6) voting members, selected as follows:

   1. Three (3) members of the faculty from the division, as appointed by the Dean with the authorization of the President of the Academic Senate (Senate President). The Senate President is encouraged to consult with the appropriate administrator and/or the President/Superintendent.
   2. At the discretion of the President/Superintendent, with the consultation with the Senate President, additional faculty may be allowed to participate on the interview committee, with the final number of faculty determined by the President/Superintendent.
   3. The Division Dean/Director/Administrator
   4. Additional members may be added such as external experts or classified staff:
As determined by the President/Superintendent and the Academic Senate President, positions that interact regularly with members of CSEA a Classified Employee will be jointly chosen by the certified leadership and the President/Superintendent.

A content expert is allowed to be on the committee as determined by the Academic Senate President and approved by the President/Superintendent. Content experts will come from the faculty, unless there is no content expert available from the faculty. If there is still a need for a content expert, an expert may be invited from outside the district.

5. The committee may appoint a student to serve as a voting member. The student committee member will be selected by Student Leadership and the approved by the President.

2. Classified unit member hires - The Interview committee shall be appointed by the President or designated Vice President and must consist of a minimum of three (3) or a maximum of five (5) voting members. Composition of the Interview committee is as follows:

- The Manager or Supervisor of the position to be filled.
- As determined by classified leadership and approved by the President, two (2) classified employees.
- One (1) faculty member if the position has frequent and direct contact with faculty. The member of faculty will be determined by the Academic Senate, with guidance from the President/Superintendent.
- The committee may appoint a student to serve as a voting member. The student committee member will be selected by Student Leadership and the approved by the President.

3. Administration Hiring - The Management Interview committee will consist of a minimum of eight (8) and a maximum of thirteen (13) or more depending on discretion of the President/Superintendent. The makeup of the Interview Committee shall include:

- A member of the Administration appointed by the President.
- One (1) manager appointed by the Management/Confidential Council.
- The immediate supervisor of the position to be filled.
- Two (2) classified employees as determined by classified leadership and approved by the President.
- Up to four (4) members of faculty appointed by the Academic Senate and approved by the President.
• For educational management positions, the Academic Senate will appoint up to five (5) members of faculty with approval of the President/Superintendent. The President/Superintendent may approve of more than five (5) faculty members in consultation with the Academic Senate.

E. Orientation – Prior to the commencement of the work of the Interview Committee, the committee members shall participate in an orientation for the particular position being filled. The purpose is for committee members to understand and apply these methods, procedures and principles throughout the selection process. The following subjects will be discussed during the orientation meeting:

1. The orientation shall be conducted prior to the paper screening by the screening sub-committee and first level interviews. Through the orientation the Interview Committee will be prepared for the screening and interviewing of candidates. The purpose is for committee members to understand and apply these methods, procedures and principles throughout the selection process. During the orientation the following will be discussed:

   • Timeline for recruitment;
   • Implicit bias training;
   • A detailed review of the job announcement and the position’s job description;
   • The President or designee Division Dean/Director/Administrator will be available to answer questions about the position, to define its role in the institution, and to provide information on specific needs or emphases the committee should be aware of. The purpose is for the committee members to have a common understanding of the position as they perform the first level interviews;
   • The methods to be used in rating and evaluating candidates;
   • HR/EEO will speak about importance of confidentiality
   • Folders are distributed with the following contents;
     o Agenda
     o Copy of job description
     o Form to sign and confirm orientation
     o Title VII Definitions (faculty and administration only)
     o Timelines

F. Responsibilities
1. Role of the Chair - The Chair will be responsible for the following: leading committee discussions of candidates, such as facilitating the process to identify candidates to interview, facilitating the discussion of strengths and weaknesses of the candidates after each interview, and facilitating the process to identify candidates recommended for further consideration; ensuring that each committee member joins the discussion on each candidate; ensuring that committee members are respectful of differing opinions; summarizing and preparing written assessment of candidates on the appropriate form, which will include a job-related reason(s) for not recommending a candidate for further consideration; and reminding committee members of the importance of confidentiality throughout the process so as not to jeopardize the selection process.

2. Role of the Member - The Member of the Selection Committee will be responsible for the following: contributing to developing and reviewing job related selection criteria, assessments and interview questions; reviewing applications prior to scheduled interviews; interviewing all selected candidates; discussing the strengths and weaknesses of all candidates and recommending candidates for further consideration to the President or designee; assisting the Chair of the committee in summarizing and preparing written assessment of each candidate, including a job-related reason(s) for not recommending a candidate for further consideration; adhering to equal employment opportunity principles throughout the process; and maintaining the confidentiality of the selection process. Additionally, the committee member is responsible for bringing to the timely attention of the Chair and the Human Resources Officer any concerns about the process, fairness, committee member conduct, or any other matter that may adversely affect the committee’s task.

3. Role of the Human Resources Officer or Designee - The Human Resources Officer or designee will be responsible for the following: providing expertise and advice on screening, evaluating, interviewing and selecting; providing the orientation to the committee; organizing and scheduling meetings; in consultation with the Chair, developing drafts of job related selection criteria, assessments and questions to bring to the Committee for its consideration, discussion and final determination, for both the paper screening and interview; ensuring the security of all documents after each meeting; ensuring that documentation is accurate and complete; and ensuring the legality of the process.
4. Role of the Equal Employment/Staff Diversity Officer or designee - The Equal Employment/Staff Diversity Officer or designee will be responsible for: providing guidelines and instructions on equal employment opportunity and staff diversity; and sitting in and monitoring each meeting of the whole Committee to ensure that equal employment opportunity principles are applied in each process and decision.