

## Best Practices in Diversity and Equity Hiring & CCCC Multiple Measures

MCCD Board Policy 7100: The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, diversity, and provide equal consideration for all qualified candidates.

### What is the definition of “diversity” and what is a “diverse” committee?

Title 5 53001 (b): “Diversity” means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.

Activity	Best Practice	Legally Mandated
1) Annual EEO Training	Yes. CCCC identified best practices include: 1) providing information and examples of training for hiring committees that were offered consistently and at set periods of time, and 2) offering refresher courses for participants in hiring committees.	<b>Training is mandated</b> and must include (1) The district provides training on elimination of bias in hiring and employment. Title 5, section 53024.1(c). (2) The district timely complies with the requirements of Government Code section 12950.1, and includes all forms of harassment and discrimination in the training. Title 5, section 53024.1(i).
2) Question Review	Allowable and encouraged for positions in which the committee is not screening for ‘being to think on one’s feet.’ Encourages more in-depth and longer responses to questions. Committee may include all or a portion of the questions. Highly encouraged when the committee plans to ask multipart questions.	No. However, may be a necessary ADA accommodation, which is legally required.
3) Discussion of candidates	Yes. <b>Confidential</b> discussion of candidate ratings within the committee is important to get to which candidates best meet the KSAs of the position. Each committee member’s perspective should strengthen the process.	No. However, the requirement to ensure the elimination of implicit bias is difficult, if not impossible, without discussion.
4) Job announcements can be different from the job description	Yes. Job announcement should excite the applicant. Job descriptions are negotiated/legal documents	Title 5 53022: Job announcements shall state clearly job specifications setting forth the knowledge, skills, and

	that provide a general description of functions.	abilities necessary to job performance. For faculty and administrative positions, job requirements shall include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. Job specifications, including any "required," "desired" or "preferred" qualifications beyond the state minimum qualifications (set forth in subchapter 4, commencing with section 53400 of this chapter) which the district wishes to utilize, shall be reviewed before the position is announced, to ensure conformity with the requirements of this subchapter and state and federal nondiscrimination laws.
5) Vacancies should be posted internally first		No. Title 5 Section 53021 requires external recruitment for all vacancies, except for interim recruitments.

