

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY TOOLKIT:

Diversifying Hiring Committees

A Guide and Toolkit for Trustees

WHY?

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY are powerful tools that colleges can use to ensure success for all students. California's Community College student population is highly diverse. We must intentionally practice acceptance, anti-racism, and respect towards one another and understand that racism, discrimination, and prejudices create and sustain privileges for some while creating and sustaining disadvantages for others. Trustee Boards are responsible to the students their district serves and have an important role in advancing the principles of diversity, equity, inclusion and accessibility that lead to student success. In addition, Trustee Boards are responsible for setting goals, making policy, approving budgets, and the hiring and evaluation of the Chief Executive Officer. Working with the CEO, a Board ensures quality programs and services for all students.

Why Diversify Hiring Committees?



- **Enhance** Student success with faculty and staff hires that reflect our diverse student body.
- **Underscore** the principle that all are welcome at our community colleges.
- **Foster** a diverse environment throughout the entire organizational culture.
- **Communicate** the message of inclusion to students, employees, campus visitors, and community members.

ACTIONS YOUR BOARD CAN TAKE

- Create Policy. Policy guides your college. When your policies value diversity, equity, inclusion and accessibility, your college will follow suit.
- Work collegially with your CEO. Ask for data that shows progress in hiring outcomes. Hold your CEO accountable for the diversity in new hires.
- Request annual or semi-annual reports on applicant pool diversity, diversity throughout the hiring process, and evolving demographics of the District's workforce.
- Request reporting on screening and hiring process outcomes during Board meetings to track progress towards workforce diversity desired outcomes.

ACTION ITEMS

1

Review and revise policies and procedures on hiring every five years

2

- **Support the inclusion of cross functional staff on hiring committees**
- **Review screening and hiring data**

3

- **Hold CEO accountable for outcomes**
- **Ask for reports**

BEST PRACTICES

Training

Grossmont-Cuyamaca Community College District Training that allows “participants to better understand the elements of how bias comes into the hiring process, the district has integrated several neuroscience principles into its bias training. This helps participants build an awareness of how their brains are designed to work so they can better implement techniques of eliminating bias from the hiring process.”

Cluster Hiring

Gavilan Community College District A practice of hiring multiple full-time faculty across several disciplines who have a demonstrated history of working with and supporting the Latinx community and communities historically underrepresented and underserved in higher education. <https://www.gavilan.edu/jobs/HSIClusterHire.php>

Academic Senate Model Hiring Process and Principles for Faculty Diversification

A step-by-step plan for actions to take for pre-hiring, hiring, and post-hiring to ensure a hiring process that reflects a diversity, equity, inclusion and accessibility lens. Includes principles, guiding questions, and equity frameworks to support the development and review of your hiring processes. <https://ccconlineed.instructure.com/courses/5733>

CIOs Diversity in the Search Process: Goals and Implementation Strategy

- Cultivate Diversity: Ensure college/district commitment to culture and policies that support individuals in all the ways they differ.
- Promote Equity: Create policy to remove advantages and barriers and to provide access to the same opportunities to all.
- Foster an Inclusive Campus: Policies to value and support students and employees of all backgrounds so they can be their authentic selves.
- Encourage succession planning that promotes diversity among leadership.

<https://cccio.org/cccio/wp-content/uploads/2021/04/cio-spring-2021-dei-presentation-pdf.pdf>

ACCT Checklist and Implementation Guide for Community College Boards

The guide includes a diversity, equity and inclusion inventory, or checklist, for the board, the college, and faculty and staff, recognizing that all parties must operate in concert to realize meaningful changes on campus. The guide also details critical steps community college boards must take to implement policy through an equity lens, including:

- Create an equity-minded board and institution.
- Monitor and evaluate college progress on equity goals.
- Annually evaluate board leadership, effectiveness, and continuous improvement on these goals.

<https://acct.org/sites/default/files/documents/2023-10/DEI%20Checklist.pdf>

Sample Board Policies to Support Diversification of Staff

Policy language by Dr. Jane B. Wright, Director of Policy and Procedure Services, Community College League of California. Go to the Diversity, Equity, Inclusion and Accessibility page on Community College League of California website for this document. <https://www.ccleague.org>

Resources

- **Title V Statement on Diversity, Equity, and Inclusion in the California Community Colleges**
<https://www.cccco.edu/-/media/CCCCO-Website/Files/textoftitlevregulationsrediversityequityandinclusionstatementa11y.pdf>
- **ACHRO/EEO Strategy Recommendation**
The California Community Colleges Chancellor's Office (CCCCO) in collaboration with various constituency groups, including the systemwide Association of Chief Human Resource Officers (ACHRO/EEO), undertook the important work of executing the Vision for Success Diversity, Equity & Inclusion (DEI) Taskforce's Implementation Plan. Here are the recommendations. <http://achroeeo.com/diversity-equity-and-inclusion/>

Supporting Research

The Relationship between Faculty Diversity and Student Success in Public Community Colleges, James David Cross and Carol A. Carman, April 12, 2021

<https://www.ccleague.org/wp-content/uploads/The-Relationship-between-Faculty-Diversity-and-Student-Success-in-Public-Community-Colleges-FOR-POSTING.pdf>

Faculty Hiring Does Not Have to be Explicitly Racist to Reproduce Racial Inequity, Roman Liera, 2023.

<https://www.ccleague.org/wp-content/uploads/Faculty-Hiring-Does-Not-Have-to-be-Explicitly-Racist-to-Reproduce-Racial-Inequity.pdf>

5 ways that college campuses benefit from diversity, equity and inclusion programs, Erica Jacqueline Licht, published in theconversation.com, September 12, 2023 (General overview with links to many research articles. A very good starting point.)

<https://theconversation.com/5-ways-that-college-campuses-benefit-from-diversity-equity-and-inclusion-programs-208905>

How Diversity Makes Us Smarter: Being around people who are different from us makes us more creative, more diligent and harder-working, Katherine W. Phillips, October 1, 2014

<https://www.scientificamerican.com/article/how-diversity-makes-us-smarter/?redirect=1>

This is a living document, please contact us with suggestions and updates:

Nan Gomez-Heitzeberg, Kern CCD, nan.gomez@kccd.edu

Tammy Silver, Pasadena CCD, tsilver@pasadena.edu

Adrienne Grey, West Valley-Mission CCD, Adrienne4WVMCCD@comcast.net

Designed by Tihani Moore and Robert Nourse at Allan Hancock College