

Policy Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
<u>Comments:</u>		<u>Referred to:</u>	
AP 3420 is duplicated in AP 7120			

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Edited:
8/27/14



Policy

3420 Recruitment and Hiring (Equal Employment Opportunity) Recruitment and Hiring

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- Diversity in the academic environment, to foster cultural awareness, mutual understanding, harmony, respect, and suitable role models for all students.
- An equal employment opportunity plan shall be implemented according to Title 5.
- ~~Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.~~

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures and applicable state laws regarding the Academic Senate's role in local decision making.

~~The criteria and procedures for hiring classified employees shall reflect job related selection criteria.~~

Cross References:
YCCD Policy 7120 – Recruitment and Hiring

References:
Education Code Section [70902\(d\)](#); 87100 et seq.; Title 5 Sections 53000 et seq. and Sections 59300 et seq.

Adopted: June 28, 2004

Administrative Procedure

3420 — Recruitment and Hiring (Equal Employment Opportunity)

Applicants for classified positions in the Yosemite Community College District shall secure application forms from the District Human Resources Office, and, when completed, return them to that office. Due to geographic considerations, procedural modifications may be made for Columbia College vacancies, subject to approval by the Vice Chancellor for Human Resources.

When a vacancy occurs or when a new regular position is established, the department head shall request, through administrative channels, to the Human Resources Office that the position be filled.

I. — Competitive Selection Procedures

- A. A committee consisting of at least three (3) members, familiar with the duties and qualifications of the vacant position, shall be designated by the department head for the purpose of screening applications, interviewing applicants, and identifying the best qualified candidates. The department head may interview finalists for the position and recommend appointment.
- B. Screening committees will include female and ethnic minority representation whenever possible. Committee composition will be reviewed for approval by the Vice Chancellor of Human Resources or designee prior to the start of the screening process. Committee composition may be modified accordingly.
- C. The candidate selected will be recommended to the President or Vice Chancellor by the appropriate department head. The recommended appointment will be reviewed by the Vice Chancellor for Human Resources, who will submit their recommendations to the Chancellor. Official offers of employment will be made by the Human Resources Office following approval by the Chancellor.
- D. A candidate will not be recommended to the Board of Trustees until his/her application is on file with the Human Resources Office and his/her references have been contacted to verify experience and performance.
- E. All processing required for employment shall normally be completed prior to completion of the first week of employment. No new employee shall report for the first day of work without having obtained clearance (formal offer) from the Human Resources Office.

References:

Education Code Sections [87100 et seq.](#); [87400](#); [88003](#); Accreditation Standard III; Title 5 Sections 53000 et seq. and Sections 59300 et seq.

Procedure Last Revised: June 13, 2007