

I. EQUAL EMPLOYMENT OPPORTUNITY

A. DIVERSITY IN HIGHER EDUCATION

1. ONE OF THE ROLES OF HIGHER EDUCATION IS TO EXPOSE STUDENTS TO FACULTY AND STAFF WHO BRING WITH THEM DIFFERING INTELLECTUAL IDEAS, VIEWPOINTS, AND CREATIVE ENERGIES THAT SERVE TO CHALLENGE THE MINDS OF STUDENTS AND STIMULATE THE LEARNING ENVIRONMENT.

2. ALL MEMBERS OF OUR FACULTY AND STAFF ARE EXPECTED TO CONVEY A SENSE OF EDUCATIONAL, VOCATIONAL, AND SOCIAL VALUES DEMONSTRATING TO STUDENTS A RICH VARIETY OF PERSPECTIVES, INTELLECTUAL IDEAS, CULTURAL AWARENESS, AND LIFE EXPERIENCES.

II. SELECTION COMMITTEE GOAL

A. TO HIRE THE CANDIDATE WHO WILL STIMULATE THE LEARNING OR WORKING ENVIRONMENT AND PROVIDE THE GREATEST ASSET TO OUR DIVERSE STUDENT POPULATION AND THE GREATER CAMPUS COMMUNITY.

III. EQUAL EMPLOYMENT OPPORTUNITY LAWS

A. THERE ARE MANY FEDERAL AND STATE EEO LAWS PROHIBITING SHASTA COLLEGE FROM MAKING EMPLOYMENT DECISIONS USING:

- RACE
- COLOR
- RELIGION
- NATIONAL ORIGIN
- AGE
- DISABILITY
- GENDER, INCLUDING PREGNANCY
- SEXUAL ORIENTATION
- COMPENSATION DIFFERENCES BASED ON SEX OR RACE

B. IF WE CONSIDER SOMEONE'S RACE, COLO, GENDER, RELIGION, AGE, OR NATIONAL ORIGIN IN OUR EMPLOYMENT DECISIONS WE ARE ILLEGALLY DISCRIMINATING.

C. SINCE RACE, COLOR, GENDER, RELIGION AND NATIONAL ORIGIN HAVE NOTHING TO DO WITH ANYONE'S ABILITY TO DO A JOB, THEY MAY NOT BE CONSIDERED IN OUR DECISION MAKING.

IV. CANDIDATES WITH DISABILITIES

A. IT IS UNLAWFUL TO ASK AN APPLICANT QUESTIONS ABOUT HIS/HER DISABILITY BEFORE A JOB OFFER IS MADE.

B. EVEN IF THE COMMITTEE BECOMES AWARE OF AN APPLICANT'S DISABILITY DURING THE HIRING PROCESS, THE COMMITTEE MAY NOT ASK ABOUT ITS NATURE OF SEVERITY.

C. THESE QUESTIONS CAN ONLY BE ASKED AFTER A JOB OFFER IS MADE.

V. EEO REPRESENTATIVE RESPONSIBILITIES

A. MONITOR THE HIRING PROCESS TO ENSURE THAT NO CANDIDATE IS UNLAWFULLY DISCRIMINATED AGAINST.

B. SERVE AS COMMITTEE LIAISON TO THE ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES.

C. REPORT ALLEGATIONS OF NONCOMPLIANCE TO THE AVPHR.

VI. CONFLICTS OF INTEREST

A. IT IS THE EEO REP'S RESPONSIBILITY TO RECOGNIZE POTENTIAL BIASES OR CONFLICTS OF INTEREST IN COMMITTEE MEMBERS AND REPORT THEM TO HR.

B. RELATIVES, CLOSE PERSONAL FRIENDS, OR A DISLIKE OF SOMEONE SO COMPELLING THAT YOU CANNOT REMAIN FAIR OR IMPARTIAL.

C. NOT REVEALING A CONFLICT OF INTEREST COULD LEAD TO A COMPLAINT OF AN UNFAIR HIRING PRACTICE.

VII. THE SCREENING OF APPLICANTS

A. EACH COMMITTEE MEMBER IS RESPONSIBLE FOR THOROUGHLY REVIEWING THE APPLICATION AND CORRESPONDING MATERIALS SUBMITTED BY EACH APPLICANT.

B. THE SCREENING OF APPLICANTS SHALL BE CONDUCTED WITHOUT REFERENCE TO OR CONSIDERATION OF PERCIEBED OR ACTUAL RACE, ETHNICITY, RELIGION, DISABILITY, SEXUAL ORIENTATION, OR OTHER PROTECTED CHARACTERISTICS.

VIII. IMPORTANCE OF EQUITY & DIVERSITY

A. AS APPROPRIATE TO EACH POSITION, AN EFFORT SHOULD BE MADE TO EVALUATE CANDIDATES ON THEIR DEMONSTRATED ABILITY TO:

1. UNDERSTAND THE DEMOGRAPHICS OF OUR STUDENT POPULATION AND THE UNIQUE CHALLENGES THEY BRING TO US; AND

2. RESPOND EFFECTIVELY TO ISSUES SUCH AS: ACADEMIC PREPARATION, CULTURE, GENDER, RACE, ETHNICITY, SEXUAL ORIENTATION, SOCIOECONOMIC CIRCUMSTANCES, AND DISABILITY.

IX. RULES BETWEEN INTERVIEWS

A. THE EEO REP SHOULD ENSURE THAT COMMITTEE MEMBERS:

1. DO NOT ADVOCATE FOR A CANDIDATE.

2. DO NOT VOICE OPINIONS AGAINST CANDIDATES.

3. DO NOT COMPARE CANDIDATES.

4. NEVER SHARE PERSONAL EXPERIENCES INVOLVING CANDIDATES. THIS CAN CREATE BIAS AND INFLUENCE THE JUDGMENTS OF OTHER COMMITTEE MEMBERS. YOU ALSO SUBJECT YOURSELF TO PERSONAL LIABILITIES. ~

B. ALL OF THE ABOVE ARE DONE ONLY AFTER ALL COMMITTEE MEMBERS HAVE FINISHED SCORING ALL CANDIDATES.

X. CONFIDENTIALITY

A. "LOOSE LIPS... SINK SHIPS"

B. EEO REPRESENTATIVES SHOULD CONTINUALLY REMIND MEMBERS OF CONFIDENTIALITY:

1. THE HIRING PROCESS IS A HIGHLY SENSITIVE AND CONFIDENTIAL PROCESS. IT IS CRITICAL THAT ALL SELECTION COMMITTEE MEMBERS, AND THOSE ASSOCIATED WITH THIS ACTIVITY, MAINTAIN THE HIGHEST DEGREE OF CONFIDENTIALITY IN ORDER TO PRESERVE THE INTEGRITY OF THE PROCESS.

2. FAILURE TO MAINTAIN CONFIDENTIALITY MAY RESULT IN PERSONNEL ACTION TAKEN AGAINST YOU.

XI. CONCLUSION

A. THE GOAL OF A SELECTION COMMITTEE IS TO FIND THE MOST QUALIFIED CANDIDATE FOR THE POSITION WITH A FAIR AND EQUITABLE PROCESS.

B. THE EEO REPRESENTATIVE'S RESPONSIBILITY IS TO ENSURE THAT THE HIRING COMMITTEE HAS MET THIS GOAL, AND TO REPORT ANY IRREGULARITIES TO THE ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES.
