

## **AP 7100      Commitment to Diversity**

Reference:            ***Education Code Sections 87100 et seq.;***  
                              ***Title 5, Sections 53000 et seq.***

Date Issued:        January 8, 2007                      Last Updated: June 10, 2013

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The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. For this reason each position will be filled by a candidate recommended by a Screening/Interviewing Committee. This committee shall consist of representatives from various age, gender, and ethnic backgrounds. If required, the committee will also consist of representatives from various groups on the colleges as defined in the operating procedure for the given position classification search process. Members of all Screening/Interviewing Committees will receive Equal Employment Opportunity (EEO) training.

Every job opening shall be advertised in a variety of publications, in print or on the internet, to reach persons of varying gender, ethnicities, age, and socio-economic backgrounds. A record shall be kept of recruiting sources utilized for each position.

To measure the effectiveness of diversified recruiting, the District's application materials contain a separate voluntary Personal Data Questionnaire. Applicants are requested to voluntarily disclose their ethnicity, age, gender, disability status, and veteran status. This data is kept separate from the application materials and is not reviewed by committees. Information provided on this questionnaire is used by Human Resources to conduct an Adverse Impact Analysis. Recruiting source information is also requested from applicants and is used by Human Resources to track the effectiveness of position advertising.

The Adverse Impact Analysis will track ethnic, age, gender, and disability status at various stages of the recruitment process. The results help identify any stage of the process that might have an adverse impact on applicants of a particular group. Any part of the recruitment process identified as screening out a disproportionate number of a particular group will be reviewed and subject to revision.

Upon selection of a finalist for the position, the entire recruiting process will be reviewed by Human Resources for approval.

The specific recruitment procedure for various employee groups may be found in the Personnel Operating Procedures.

The District's ongoing Equal Employment Opportunity (EEO) efforts can be found in the District EEO Plan. Complaint procedures regarding nondiscrimination in employment can also be found in the District EEO Plan.