

SCREENING COMMITTEE/EEO-DIVERSITY BEST HIRING PRACTICES

Thank you for agreeing to serve as a Screening Committee member. We know that you will take your role as a member of the committee seriously and that you have made a commitment to ensure confidentiality of the recruitment process. Further, you understand your commitment to serve through all phases of the recruitment and that if you develop a conflict and are unable to serve throughout the entire process, you will notify Human Resources (HR) or the Committee Chair immediately. By doing so, a replacement appointee will have enough time to read all files, discuss the candidates prior to interview, and develop the same working knowledge other members have.

EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY

The Marin Community College District (MCCD) shall assure that effort is made to build a community in which opportunity and community colleges foster a climate of acceptance with the inclusion of faculty and staff from a wide variety of backgrounds. The District agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, respect, harmony, and suitable role models for all students. Therefore, the District is committed to promoting equal employment through a continuing equal employment opportunity program.

ROLE OF SCREENING COMMITTEE

The Screening Committee is critical to the recruitment process. If the screening committee is unclear about its role in the hiring process, the Chair or committee members should contact HR for clarification.

The Screening Committee's goal is to select qualified candidates who will positively impact and support the District's [mission and values](#) and who successfully demonstrate sensitivity to and an understanding of our diverse student population and the greater campus community.

Responsibilities include:

- ✓ Ensure equitable consideration and treatment of all candidates throughout the process
- ✓ Uphold EEO law and MCCD Board policy
- ✓ Contribute to the development of member roles and recruitment timeline to complete the search process
- ✓ Actively participate in meetings to develop screening criteria, select candidate for interview, conduct interviews, and document actions
- ✓ Maintain confidentiality before, during, and after the process has been completed
- ✓ Recognize potential biases or conflicts of interest and disclosing such to the Committee Chair or Human Resources
- ✓ Recommend finalists for second interviews (where applicable) and hiring consideration

EQUAL OPPORTUNITY EMPLOYMENT LAWS & BOARD POLICY

The following Equal Employment Opportunity laws and Board policy prohibit employment discrimination and promote inclusion:

FEDERAL LAWS

Title VI of the Civil Rights Act of 1964: prohibits discrimination on the basis of race, color, or national origin in any program receiving Federal financial assistance.

Title VII of the Civil Rights Act of 1964: prohibits discrimination on the basis of race, color, religion, sex, or national origin.

Title IX of the Education Amendments of 1972: prohibits discrimination on the basis of sex in any federally funded education program or activity

The Age Discrimination Act of 1975: prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance (Age 40+).

Americans with Disabilities Act (ADA) of 1990: prohibits discrimination against the disabled in employment and public services.

STATE LAWS

California Fair Employment & Housing Act (FEHA) (California Government Code §§12900 - §§12996): prohibits discrimination in employment on the basis of race, gender, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, and age.

California Government Code §§11135 - §§11139.5: prohibits discrimination against any person or denial of benefits on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color or any mental or physical disability under any program that is funded directly by the State or receives any financial assistance.

California Code of Regulations, Title 5, §87100: promotes inclusion by declaring that a work force that is continually responsive to the needs of a diverse student population may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion... by eliminating barriers to equal employment opportunity.

MCCD BOARD POLICIES

[BP 3410 Nondiscrimination](#)

[BP 3420 Equal Employment Opportunity](#)

[BP 3430 Prohibition of Harassment](#)

DIVERSITY & INCLUSION

DEFINING TERMS: **Diversity:** Who we are
 Inclusion: How we behave

DIMENSIONS OF DIVERSITY: Diversity can be defined in innumerable ways, but for this training module’s purposes, it is the uniqueness of all individuals, which encompasses different personal attributes, values and organizational roles. The following dimensions of diversity often represent the types of differences that exist in the workplace and serve as lenses and filters on which we base our behaviors and decisions. Every dimension of diversity has the potential to influence people’s needs, experiences, and opportunities and therefore must be acknowledged and respectfully considered.

1. **Personality:** likes/dislikes, values, beliefs
2. **Internal Dimension** (“immutable characteristics”): race, gender, ethnicity, sexual orientation, age, physical ability
3. **External Dimension:** class, income, geography, marital status, parental status, veteran status, education, religion
4. **Organizational Dimension:** internal structures/hierarchies, management/labor, academic/classified, tenure/non-tenured/”adjunct”, staff/student, district/community

INCLUSION is the achievement of a learning or work environment in which all individuals: feel valued, respected and supported; are treated fairly and have equal access to opportunities and resources; and can contribute fully to the organization’s success. It is about how we engage successfully in a *diverse* environment.

MCCD’s commitment to diversity and building an inclusive work and learning environment goes beyond the law and bases itself on the following values:

- Workforce diversity serves and supports the educational mission of the District and California Community Colleges.
- A commitment to diversity vitalizes the academic environment and college community, but does not require lowering standards.
- Successfully diverse communities are inclusive in that they embrace and celebrate, rather than merely tolerate, differences.
- Inclusive work environments increase creativity and improve collaborative problem solving skills.

Part of this commitment includes adherence to Title 5, §53024, which requires that meaningful consideration be given to the extent to which applicants demonstrate a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. “Meaningful consideration” means that candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

EMPLOYMENT DISCRIMINATION MAY INCLUDE:

- Reliance on word-of-mouth recruiting
- Denying an applicant with a disability who needs an accommodation (*e.g., a sign language interpreter*) to apply/interview for a job
- Requiring applicants to take a test that is not job related
- Pre-employment inquiries about religion, race, gender, age, disability, organizational memberships, attendance record, medical condition, photos (*e.g., via the employment application, in an unsanctioned Internet search of the candidate, in the form of an interview question, as part of a reference check*)
- Basing hiring decisions on stereotypes and biases versus non-discriminatory criteria and procedures
- Any decision affecting compensation, terms, conditions, and/or privileges that is based on a protected status