

Faculty Hiring Working Group Working Document

Members: Kelly Fowler, Lance Heard, Tiffany Kuo, Carol Nelson, Kelly Rivera, Dr. Bill Scroggins, Dr. Mica Stewart, Cara Tan, Chisato Uyeki, and Dr. Audrey Yamagata-Noji

Guiding Principles

Are there other principles we should be using to guide our work? Add them here and we'll discuss them at our next meeting.

1. Eliminating intrinsic bias from the search, selection, hiring, and tenure process
2. Limit criteria used to those related to the job
3. Identify ways to evaluate applicants on actual demonstrated skills applicable to the job

Working Group Charge

If there was more said that didn't get captured- please add/edit.

Interrogate practices and policies impacting the search, selection, hiring, and retention of faculty to make changes that will support sustainable diversification of the faculty, with particular consideration to racial and ethnic diversity. We know that there is at least unconscious bias in paper screening and interview process. It appears to be that there are elements that are being used that are not job related that are being considered in hiring. (For example, which university someone went to). We want the process to be focused on job related elements.

Working Group Process

The working group agreed to chunk our work into three stages:

1. Pre-hiring
2. Hiring
3. Post-hiring

Which follows the modules of the [ASCCC Model Hiring Principles and Procedures course](#). We will use this document to track who is working on which part and what progress we are making. Sub-groups formed to work on particular segments of the process will meet separately in smaller groups and then will report back with what they have learned and any recommendations to the entire working group.

Please put your name in the yellow column below “who is interested & where/when meeting” to indicate the segment of pre-hiring that you are interested in working on. You can also suggest times you are available to meet and others can add their availability. Please also fill in the green column of what it includes and what your subgroup will be looking into for the segment you have selected. You'll want to check back to see who else is interested and make meeting times with those folks before the next full working group meeting. (You can also work on your area independently and use the document to track what you're looking at to avoid duplicative work.

We're just working on pre-hiring right now.

Pre-hiring

<https://cceconlineed.instructure.com/courses/5733/modules> Each section has principles, guiding questions and equity framework to consider and then Activities, Resource, and Tools. There will be many resources outside of this course that will also be helpful to consider.

Faculty Hiring Working Group Working Document

Notes on info below: if there's an * for the segment of the process it means that it came out of discussion, and was not one of the areas in the ASCCC framework- but may have come up in the discussion. In 2nd column relevant items or questions from today have been added, but these won't be all that your group will consider. You can use the ASCCC course as a jumping off point. If there was a related recommendation from the Racial Justice Task Force it was included in the second column as an area to investigate.

Segment of the process	What it includes/what you'll investigate <i>add what you're looking into here</i>	Who is interested & where/when meeting
Dialogue	<i>This part of the canvas course is activities to help with conversations – perhaps best to consider when we are thinking of how to bring this work to the broader college audience</i>	
Position selection process (Mt. SAC Ranking process)	Review MiraCosta's process, our process and consider where current opportunities for bias are and how to minimize those.	Chisa Kelly Rivera
Job announcement	Items to consider from 9/24/21: 1. Do we want to have a policy to never/sometimes/always include Letters of Recommendation? 2. What questions on equity/diversity would be more effective? <u>PRTF recommendation</u> : prioritize diversity and anti-racism as markers of excellence at Mt. SAC. Interrogate the culture of "excellence" at Mt. SAC to ensure the valuing of diversity, equity, and student connection and engagement in teaching for the goal of reducing the harm of structural racism such as the qualifications of institutional prestige and years of experience	Kelly Kelly Rivera
Recruitment	Question to consider: <ul style="list-style-type: none"> How to develop/create/implement Mt SAC ambassadors to connect with pipeline programs in the regions for each area of study? 	Tiffany (available MWF afternoons)
Equivalency		Chisa
*Committee		

Resources to consider:

[ASCCC Model Hiring Principles and Procedures course](#)

[Racial Justice Task Force Report, Fall 2020](#)

Faculty Hiring Working Group Working Document

Rostrum Article: *Faculty Hiring and Diversity: An Ongoing Collaborative Effort*, February 2021, By Dolores Davison, ASCCC President and Mayra Cruz, ASCCC Treasurer <https://www.asccc.org/content/faculty-hiring-and-diversity-ongoing-collaborative-effort>

“The examination of faculty hiring requires the review of the structural, human, and cultural factors that are part of the hiring process.”

Rostrum Article: *Convergence of Diversity and Equity: Guiding Framework for the Hiring Processes*, October 2019, by Luke Lara, ASCCC Faculty Leadership Development Committee Member, MiraCosta College <https://www.asccc.org/content/convergence-diversity-and-equity-guiding-framework-hiring-processes>

The Path to Becoming an Antiracist Organization: Antiracism work is multifaceted and holistic and involves all departments, processes, and systems, expanding as the work gets deeper... by Toolkits of Equity in Scholarly Publishing Project Volunteers. This resource was published in August 2021 and includes a section on antiracist recruitment and hiring practices <https://c4disc.pubpub.org/pub/e5545yw1/release/2?readingCollection=9a476dc8>

FUTURE AREAS to Work on:

HIRING

Segment of the process	What it includes/what you'll investigate add what you're looking into here	Who is interested & where/when meeting
*Committee Appointments	RJTF Recommendation: Have every faculty search and selection committee on campus have no less than two BIPOC people. To increase equity in hiring it is necessary to support diverse hiring committees.	
Committee Training	Item from 9/24 discussion for consideration: role of discipline expert <i>Additional note for future discussion: Faculty Search and selection committees are College committees, not departmental or discipline committees.</i> RJTF recommendation: Require implicit bias training for all members of the hiring committee. This is to be coupled with a new EEO training developed by experts in equity and diversity in hiring practices, and vetted by a joint faculty and administrator advisory group.	
Interview Questions	Item to consider from 9/24/21: Implement Bias Check for committee before interview (or before questions are written or both? Ask ourselves: when we are thinking about filling this position what are we hoping for and looking for? How we rate candidates differently.	
*Interviews	RJTF recommendation: Have a BIPOC voting member of the search and selection committee present at the second interview.	
Teaching Demonstrations		

Faculty Hiring Working Group Working Document

Deliberations	RJTF recommendation: Prioritize diversity and anti-racism as markers of excellence at Mt. SAC. Interrogate the culture of “excellence” at Mt. SAC to ensure the valuing of diversity, equity, and student connection and engagement in teaching for the goal of reducing the harm of structural racism such as the qualifications of institutional prestige and years of experience	
Selection of Finalists		
*Student role	<i>Legal Opinion 2020-08: Student Participation in Community College Recruitment</i>	
*EEO Reps		

Questions in this area from our discussion 8/24/21:

- Adjunct hiring- process/decision- can we give PT extra credit for having taught here? What if they’ve been here for a 1-year temp position?
- How do we count teaching experience? Need to make this standardized

Additionally we may want to consider the BOG requirement that community college districts to adopt a policy statement setting forth the district’s commitment to an equal employment opportunity plan that is grounded in the principles of diversity, equity, and inclusion passed in July 2021.

POST-HIRING

Segment of the process	What it includes/what you’ll investigate add what you’re looking into here	Who is interested & where/when meeting
*disaggregated Data on tenure and hiring of PT fac to FT positions		
*Reflection on past practices	*Survey of recently hired faculty	
*Cohort hiring	RJTF recommendation: Take intentional action in the diversification of faculty using equity minded cohort hiring supported with mentoring. Support the design and advertisement of new faculty cohort hires that attract an applicant pool with a demonstrated record of research, teaching, mentorship, community engagement and/or service focused on BIPOC communities. These faculty should be hired in disciplines that have limited representation from BIPOC faculty and faculty that demonstrate cultural competency to historically marginalized communities.	
New faculty Seminar		
Support leadership development		
*Faculty retention		
*Evaluation Committee Appointment		

Faculty Hiring Working Group Working Document

*Evaluation Committee Training		
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*Making a case/presenting changes and findings

	What it includes/what you'll investigate add what you're looking into here	Who is interested & where/when meeting
	What data to share and how to share it to support case for changes	