



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 7 - Human Resources

AP 7120 RECRUITMENT AND HIRING

The San Diego Community College District Recruitment Process delineates the District's recruitment and hiring practices and is available on the District's website. The District People and Culture (formerly Human Resources) website includes information and hiring practices related to the following items:

- Recruitment methods (advertising vacancies, internet postings, etc.)
- Positions for which continuous recruitment will occur
- Length of time positions will be advertised that are not continuously recruited
- Application process
- Initial selection procedures: application reviews
- Testing (as appropriate)
- Interview procedures
- Composition of selection committees
- Pre-selection activities
- Reference checks
- Applicant background checks
- Employment offers
- Pre-employment physical examinations

Applicants for positions must submit an application on the District's online application system available on the District's People and Culture (formerly Human Resources) webpage.

The District's recruitment and hiring procedures shall demonstrate a commitment to diversity, equity, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

Equal Employment Opportunity Plan

The District's Equal Employment Opportunity plan will document the multiple measures that capture the broad array of strategies and actions the District uses or will use to ensure equal employment opportunity. The Chancellor shall provide the Board with an annual report regarding the District's EEO Plan.

References:

Education Code Sections 87100 et seq.; 87400; and 88003;
ACCJC Accreditation Standard II.A.1

Date Approved: October 20, 2023

Revised:

(This is a new procedure.)