

memo

Contra Costa College Manager Hiring Personnel

To: Hiring Manager – Management Position
From: Academic Senate President, Classified Senate President
CC: CCC HR Department
Date: May, 2020
Re: Practice for Appointment of Classified Staff and Faculty to CCC Hiring Committees for Managers and Administrators

Comments: In an effort to both make our hiring committees as inclusive and as representative as possible, and also to be fair in offering opportunities to faculty and staff to participate in hiring processes, the Classified and Academic Senates have adopted the following practices, which we hope you will work with us to implement:

Hiring manager makes a request to the Senate Presidents as the job description is being developed. Ideally, the request lays out the timeline and meeting/work dates for the hiring committee members, and the number of constituent representatives needed for the committee.

Senate Presidents implement recruitment and selection practices, as described by each body. This process typically takes 2 weeks from the time of the request.

Senate Presidents share names of nominated members with hiring manager

Ideally, hiring manager works with Senate Presidents to find alternative committee members if needed to ensure diversity