

**Human Resources**

**BP 7120 RECRUITMENT AND HIRING**

**Reference(s):**

Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.  
87458, and 87604.5;  
Title 5 Sections 51023.5 and 53000, et seq;  
Accreditation Standard 3

The district's recruitment and hiring procedures will 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 will 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.

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 titled Equal Employment Opportunity.

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 will provide the Board with an annual report regarding the district's Equal Employment Opportunity Plan.

All district employees shall demonstrate the ability to work with and serve individuals within a diverse community college campus environment.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision making.

The criteria and procedures for hiring classified employees shall be established after first affording classified employees an opportunity to participate in the decisions under the Board's policies regarding local decision making.

The final selection of the best qualified applicant for a vacant position will be made by the Chancellor upon recommendation of the College President or Vice Chancellor. Such selection will, in all cases, be subject to the final appointment and approval of the Board, and will be in accordance with existing federal and state laws and regulations relating to staff diversity and equal employment opportunity.

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**Adopted:** August 18, 2015; Edited November 2016

**Board Reviewed:** July 15, 2025