



Hiring Policies for West Los Angeles College

This is what was found by West Los Angeles College (WLAC) group of the SoCal Community Colleges pod on Hiring Policies. Because our community college has open admissions, we did not include a review of our Admission Policies.

EEO Statement – [link](#)

The Los Angeles Community College District provides equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex (gender), pregnancy, age, disability, marital status, medical condition, sexual orientation, or veteran status in accordance with all applicable federal, state, and local laws governing non-discrimination in employment.

Advertisements

- Posted to the [HR site](#) at our district (Los Angeles Community College District)
- Posted to the [California Community College Job Registry](#)
- It is possible to advertise in other sites or databases, but funding is not usually available for that, we are not aware of example of it for faculty positions

Applicant Requirements

The typical working for a faculty position includes:

For consideration in the selection process, all interested applicants must submit the following:

1. Letter of interest that describes the applicant's interest in the position and details why the applicant is a good fit for the position;
2. Current resume that summarizes how the applicant meets the qualifications of the position;
3. A list of references including the names, titles, address, telephone numbers and e-mail of individuals who can assess the candidate's qualifications for the position;
4. Copies of undergraduate and graduate transcripts; if invited to interview, candidate should be prepared to provide official transcripts; **Note:** All degrees must be granted by an accredited college or university in the United States. Transcripts from a foreign institution must be submitted with an approved evaluation of equivalency from a foreign evaluation service approved by [California Commission on Teaching Credentialing](#).

Campus Specific Hiring Policy

[Faculty Hiring Policy and Procedures at West Los Angeles College](#)

Mentorship Program

LACCD has a program called [Project Match](#) that is designed to recruit and prepare diverse faculty. From their website, this summarizes the purpose of the program:

“The Los Angeles Community College District (LACCD), comprised of nine area community colleges, offers Project MATCH as a program to prepare and recruit a diverse community college faculty who are sensitive to the needs of the students and community it serves. The goals of the program are to (1) improve the diversity of the faculty pool in the District, (2) mentor participants to serve as role models reflecting that diversity within the District, and (3) better reflect the diversity of the communities within the largest community college district in the nation.”

Recommendations

- Invest funds to place job advertisements in more locations to intentionally target minoritized and underrepresented groups.
- Consider adopting rubrics designed to evaluate a diverse candidate pool and reduce unintentional privileging of already privileged groups. For example, we recognize that potential faculty from minoritized races might not have had access to the same schools, trainings, and experiences because of persistent systemic racism.
- Create professional development on how to intentionally create selection committees that value diversity, equity, inclusivity, and justice.
- Research whether students can be added to faculty search committees or in other parts of the selection process.