

**Diversifying Faculty Task Force Final Report**  
**Recommendations for Diversifying the Full-Time Faculty at Parkland College**  
**November 12, 2009**

In October 2009, the Vice President for Academic Services formed a Diversifying Faculty Task Force to a) enter into conversation about the Board of Trustees' Diversity Resolution, the College definition of diversity, the College benchmark for faculty diversity, the Diversity Intern Faculty Program, and the legal aspects of searching and hiring, and b) to make recommendations regarding what the College (HR, search committees, the faculty at large, the President, the Board of Trustees, etc.) should do in order to diversify our full-time faculty.

The group met four times between October 23 and November 9 and comprised Kris Young (VPAS, Chair of DFTF), Kathleen Charleston (Employee Relations Manager, HR Representative), Dennis Cockrum (Counselor, Co-Chair of the PCA Diversity Committee), Deanna Williams (Humanities, Co-Chair of the PCA Diversity Committee), Marva Nelson (Humanities, Co-Chair PROF Scholar Committee), Phil Bossaers (Mathematics, Co-Chair PROF Scholar Committee), Ev Levitt (Chair of Engineering Science and Technologies, Department Chair Representative), Kathy Bruce (Chair of Natural Sciences, Department Chair Representative), Dave Wilson (Natural Sciences, PCA Representative), Lenita Epinger (Counselor, PCA Representative), Laura Jamison (Social Sciences and Human Services, Faculty Representative), and Alex Jerez (Computer Science and Information Technology, Faculty Representative). Dean of Academic Services Randy Fletcher served as the scribe.

This document reflects their work and their recommendations.

**Recommended Definition of "Diversity" at Parkland College**

As a means of enhancing the inclusive environment of Parkland College and fulfilling the promise inherent in our stated core values, we proudly seek to embrace the diversity of our student body through the hiring of full-time faculty who clearly add to the representation of any underrepresented faculty group in a particular department.

Departmentally, any potential hire who meets the qualifications of the position announcement and also fits the College's definition of diversity as outlined in the College's EEO Statement, to wit: age, ancestry, color, disability, gender, gender expression, marital status, national origin, race, religion, sex, sexual orientation, or veteran status,(including Vietnam veterans), as well as demonstrates a healthy understanding of and significant cultural competence towards the diverse array of community college students at Parkland College, should be given serious consideration.

## Recommended Changes in Conventional Full-Time Faculty Search Processes<sup>1</sup>

- 1) Search committees should be formed in fall, immediately after it becomes known which faculty positions will be sought.
- 2) Any faculty member who agrees to actively serve on a search committee must be made aware and agree to becoming an active recruiter in the development of a diverse and significantly-sized applicant pool prior to the closing date of the position announcement.

Active recruitment by search committee members prior to the closing date of the search includes but is not limited to: identifying discipline-specific journals, magazines, newsletters, websites, listservs, organizations, and other discipline-related venues which may help the committee better target applicants who can contribute representation to underrepresented faculty groups.

Active recruitment also involves helping to craft discipline-specific language for positions, and with the aid of Human Resources, placing announcements in identified sources and contacting these sources such as: college and university departments, graduate student organizations, cultural groups, professional networks, social groups, any of which may further add to diversifying and increasing the applicant pool.

- a. A record of where the position was advertised and publicized will be kept as a historical document in the Department and in Human Resources. This document will not only serve as a record of efforts to develop a diverse applicant pool, but becomes the starting point for future searches in the same discipline. It is expected that in each subsequent search, the list will grow and the diversity and depth of the applicant pool will increase. HR and the VPAS will review the lists and correlate them to the diversity of the pool on an annual basis.
- 3) All search committee members should have completed EEO training.
- 4) In the fall, the assembled search committee will determine what diversity is needed in their department. This determination will be shared with and approved by the VPAS. Once approved, the committee is strongly encouraged to develop an applicant ranking system that gives a "plus factor" to applicants who would bring this diversity to the department.
- 5) The faculty advertisement will be reworked by HR and the VPAS with the assistance of MACS to market positions better. The definition of diversity will be featured.

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<sup>1</sup> Vice President for Student Services is substituted for Vice President for Academic Services for Counselor searches

- 6) All applicants will be asked to respond to a new question on the application proper: "In this space, please describe how you would bring diversity to Parkland College."
- 7) The EEO form that applicants may voluntarily fill out will be expanded to include all groups named in the College's EEO policy. Additionally, the directions for filling out the form will be rewritten to highlight Parkland's commitment to diversity, rather than the current language which links the collection of information to the legal, non-discrimination realm.
- 8) The College EEO Officer, the EEO member of the search committee, the VPAS, and the Search Chair will all have access to these forms and they will be used in the determination of whether a pool is sufficiently diverse to begin reviewing applications. The determination can be made using a variety of factors: whether the pool reflects the diversity of the Parkland student body, the availability of qualified workforce in the region, the availability of qualified workforce in the nation, whether the position must be filled in the current search cycle, etc. All efforts will be made by HR to provide this external comparison information early on in the search process. After the search is completed, the comparison documents will become part of the historical record to inform future searches in the discipline.
- 9) The Search Chair will let the College EEO Officer know which applicants emerge as semi-finalists and finalists. The EEO Officer will report to the Search Chair, Search EEO Representative, and VPAS on whether the remaining pool is diverse. The determination about whether to continue or revisit the applicant pool will be made after conversation amongst the four parties.
- 10) If the diversity sought by the Department was present in the finalist group but the individual recommended for hire by the search committee would not diversify the department, the VPAS reserves the right to meet with the Search Chair and/or the full Search Committee. The purpose of the meeting would be to determine what qualifications exhibited by the recommended individual set this person apart and to verify these qualifications were articulated as most important throughout the search process.
- 11) The gains in diversity made by implementing these changes will be incremental, but steady. It is readily understood that the search process in AY09-10 is a baseline year, but with each passing year, applicant pools, semi-finalist pools, and finalist pools should become increasingly diverse, thus yielding a more diverse faculty body over time.

**Recommended Changes for the Faculty Fellowship Program (Formerly the Diversity Intern Program)**

- 1) All of the changes described for conventional searches will be observed. In addition:
- 2) The program will be renamed: Faculty Fellowship Program. This is the successor to the Diversity Intern Program. Like the Diversity Intern Program, the intent of this program is to provide a search process that enhances the likelihood of yielding faculty job finalists who would bring more diversity to Parkland College and significantly demonstrate cultural competence.
- 3) Program participants are on the tenure track upon hire.
- 4) The marketing of the program is very important. The words used to describe the positions in the position announcements, as well as the placement of the advertisements must not convey that the positions are different than conventional positions.
- 5) It is expected that Faculty Fellowship Program search committee members devote considerable time to assisting in the successful marketing of the position.
- 6) The program will emphasize that applicants need not have experience in teaching.
- 7) Each faculty position advertised in this program will have the following language associated in the discipline specific part of the ad: "The Department of \_\_\_\_\_ especially seeks applicants who belong to groups traditionally underrepresented in this field and in this department at Parkland College."
- 8) Positions advertised in this manner are assumed to yield a more diverse applicant pool. Accordingly, semi-finalists and finalists will be compared more aggressively to the departmentally determined definition of diversity for the position determined at the outset of the search.