



MEMORANDUM

April 1, 2026

Via Email

TO: Chief Executive Officers
Chief Human Resources Officers
Equal Employment Opportunity Officers

FROM: Abdimalik Buul, EdD, Visiting Executive of Institutional Equity, Innovation and Strategic Impact

RE: Statewide Equal Employment Opportunity (EEO) Plan Submission Requirement

Summary

The Chancellor's Office is standardizing the Equal Employment Opportunity (EEO) Plan submission cycle to promote statewide consistency, streamline the review process, and align all districts within a unified reporting timeline.

2026 EEO Plan Submission Requirement

All district EEO Plans are due by November 30, 2026, regardless of the year they were originally submitted or formally adopted.¹ Establishing a unified submission cycle across all 73 districts will allow the Chancellor's Office to conduct a consistent, coordinated statewide review process moving forward. This alignment will also support districts by creating clearer expectations, improving efficiency, and enabling more effective technical assistance and oversight.

Guidance for Plan Development

To support EEO plan development, districts should reference the following resources:

- Title 5 regulations for required plan elements.
- The [Model EEO Plan](#), which outlines required components under Title 5 regulations and provides recommended structures, definitions, and strategies to support compliance.
- The [EEO Plan Template for Component 13](#), available on the Chancellor's Office [EEO website](#).
- The [EEO Longitudinal Data Guide](#), recently updated to provide clearer guidance on longitudinal workforce and applicant data analysis to support EEO Plan development and ongoing evaluation.
- The [Vision Resource Center \(VRC\) – EEO Plan Data Analyses Curriculum](#), a comprehensive training series designed for EEO committee members, human resources professionals,

¹ Section 53003(a) of title 5 of the California Code of Regulations requires districts to submit their EEO plans every three years. Pursuant to the memorandum dated January 6, 2023, entitled "New Equal Employment Opportunity Program Regulations & Model EEO Plan," implementing the newly enacted EEO regulations, districts were required to submit their new EEO Plans by either May 1 or October 2, 2023. Although a number of districts were granted extensions from those dates due to extenuating circumstances specific to those districts, the three-year cycle applicable to all districts was not extended and those districts are nevertheless required to submit a new EEO Plan by November 30, 2026.

screening committee members, executive managers, and others involved in recruitment, hiring, retention, and workforce diversity efforts. This curriculum provides step-by-step guidance on measuring workforce diversity, identifying barriers, analyzing adverse impact, reporting findings to stakeholders, and using EEO data to inform planning, governance, and policy decisions.

Additional Tools and Templates (Attached):

- The VRC Excel Worksheet for Availability Analysis
- The VRC Longitudinal Hiring Phase Analysis Worksheet
- The Longitudinal Hiring Analysis Template

These tools are also available on the Chancellor's Office [EEO website](#) under the "EEO Additional Resources" accordion.

The Chancellor's Office is developing additional training on EEO Plan updates and data analysis. Details and registration information will be shared soon.

EEO Plan Feedback Form (Attached):

The [EEO Plan Feedback Form](#) is attached for district use. Districts are asked to **complete the contact information section and submit the form along with their EEO Plan at the time of submission.**

The Feedback Form is also available on the Chancellor's Office [EEO website](#) under the "EEO Plans" accordion.

EEO Plan Best Practice

California Code of Regulations, title 5, section 53005, requires each district to establish an EEO Advisory Committee to assist in the development, revision, and implementation of district EEO programs and plans. Advisory Committees should reflect diverse representation and include members from key district stakeholder groups.

It is also a best practice for district Human Resources, Institutional Research, and Information Technology divisions to collaborate in the collection, synthesis, and reporting of data for the EEO Plan. This cross-functional coordination promotes data accuracy, strengthens reporting quality, and supports compliance with regulatory requirements. By leveraging the expertise and shared responsibilities of each division, districts can streamline processes, reduce redundancies, and enhance the overall effectiveness of their EEO efforts.

Questions

For questions or technical assistance related to EEO Plan development, please contact the Chancellor's Office at eeosubmissions@cccco.edu.

cc:

Sonya Christian, Chancellor

Rowena M. Tomaneng, EdD, Deputy Chancellor

Siria Martinez, PhD, Vice Chancellor of Equity, Innovation, and Institutional Effectiveness

Attachments:

1. EEO Plan Feedback Form
2. The VRC Excel Worksheet for Availability Analysis
3. The VRC Longitudinal Hiring Phase Analysis Worksheet
4. The Longitudinal Hiring Analysis Template