



ESTABLISHING A SCREENING COMMITTEE



I. Establishing a Screening Committee Overview

The process for establishing Screening Committees is designed to be consistent with our commitment to shared governance and diversity as stem from our union agreements, District policies and State requirements.

II. Process

1. Establish an open position (see Recruitment and Hiring Steps)
2. HR will email a notification to Hiring Administrators when a position has been opened. Attached to the email is a form to be used for listing recommended Screening Committee Members (the form is designed to be completed on the computer).
3. Email a request for committee appointments to the applicable representative from the following constituency groups:
 - Classified Senate for applicable Campus
 - Academic Senate for applicable Campus
 - Student Association for applicable Campus
 - Management/Supervisory/Classified (MSC)
 - CSEA (for District Office and IBP positions)

A Screening Committee Application form is available to be used by constituency groups as a part of the appointment process if desired.
4. Constituency groups will make appointments according to the guidelines provided in the table below regarding the number of appointments. The guidelines are goals to strive for as well as maximum allowed representation. Constituencies should also keep in mind the requirement for a diverse committee in terms of gender, ethnicity and disability (particularly in cases where 4 individuals may be coming from the same constituency group).

Position	Faculty	Classified	MSC	Students	*Community Members
Instructional Dean	4	2	2	2	1
Non-Instructional Dean/Administrator	2	2	2	2	
Faculty	4	2	2	2	
Classified Supervisors	2	4	2	2	
Classified	2	4	2	2	
Vice Chancellor	3	3	2	3	2
Chancellor/President	Composition set by the Board.				
District Position	Following the above target numbers, half are to be appointed by each campus. In the case of Vice Chancellor, where the target is 3, 1 is appointed by each campus and the 3 rd , jointly.				

*Community member appointments for Dean, Vice Chancellor and Presidential searches will be appointed by the Chancellor or President after notifying the Academic Senate. Community members for other positions may be recruited by the Hiring Administrator or appointed by the President or Chancellor if appropriate.



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5. Email your roster to HR using the Screening Committee Member form that was emailed to the Hiring Administrator at step 2.
6. HR, in conjunction with the Diversity Officer, will review the roster to ensure compliance with our shared Governance and diversity requirements. HR will respond within 24 hours of receiving an approval request pending special circumstances.
7. If the roster is approved, the Screening Committee can schedule its first meeting or proceed.
8. If the roster is not approved, HR can request that the Hiring Administrator make more requests for additional or replacement appointments from constituencies.
9. Appointments made by constituency groups are not final until HR has approved the entire Screening Committee roster. If the committee as a whole does not meet the requirements, individual constituency groups may be asked to change, or make additional, appointments.
10. If multiple unsuccessful efforts were made to establish an adequate Screening Committee: document the efforts made; recruit committee members on your own; submit the names of individuals to the appropriate constituency group contact person for approval; then submit to HR the roster along with the documentation of your efforts. (see committee roster form)
11. An email will be sent to the hiring administrator confirming when a committee has been approved and to initiate scheduling the first meeting.