

## VII. THE SCREENING COMMITTEE

### ESTABLISHING THE SCREENING COMMITTEE

The hiring administrator/supervisor is responsible for the following;

1. Working with Employment Services to open a position
2. Establishing of the screening committee
3. Participating in first and second level interviews

The process for establishing screening committees is designed to be consistent with our commitment to shared governance and diversity. The search committee includes a diverse membership which will bring a variety of perspectives to the assessment of applicants' qualifications.

#### I. Process

1. Establish an open position.
2. Employment Services will email a notification to hiring administrator when a position has been established and will send a draft posting, a list of the constituency contacts, information for forming a screening committee and the screening committee form. The hiring administrator emails a request for committee appointments to the applicable representatives from the following constituency groups:
  - Classified CSEA for applicable sites/campus
  - Academic Senate for applicable campus
  - Student Association for applicable campus
  - Management/Supervisory/Confidentials
  - AFT 6157 (only for Chancellor, Vice Chancellor and College President positions – has one of the current designated faculty representatives)

Community member if applicable. Community member appointments may be recruited by the hiring administrator or appointed by the president or chancellor if appropriate.

3. 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 of BP 7100 Commitment to Diversity.

Position	Faculty	CSEA	MSC	Students	Hiring Administrator or designee*	AFT
Educational Administrator	3	1	1	1	1	
Classified Administrator	1	2	1	1	1	
Faculty	3	1	1	1	1	
Supervisor	1	2	1	1	1	
Classified	1	3	1	1	1	
Confidential	1	1	1	1	1	
Vice Chancellor	2	2	1	2	1	1
President	Composition set by the Chancellor					1
Chancellor	Composition set by the Board of Trustees					1

\*If the hiring manager is the chancellor or president, a designee may be identified. Presidents and vice chancellors shall participate in screening committees when appropriate

2. Constituency groups will email their appointments to both Employment Services and the hiring administrator.
3. Employment Services will review the appointments to ensure compliance with our shared governance and diversity.
4. If the appointments are approved, the screening committee can proceed.
5. If the appointments are not approved, Employment Services can request that the hiring administrator seek more diverse appointments from constituencies.
6. Appointments made by constituency groups are not final until Employment Services has approved the entire Screening Committee.

#### Screening Committee Member Training

All members of the Screening Committee must complete the District's Screening Committee Training before serving on the Committee. The training shall be valid for a period of 2 years.