

SCREENING COMMITTEE COMPOSITION GUIDELINES

- **MANAGEMENT POSITION:**
 - Two managers, two faculty, two classified and one student (*Exceptions to this committee composition require the concurrence of the three senates*)
- **PERMANENT FACULTY POSITION:**
 - One manager, four faculty, (three from the department with the vacancy, and one from another department), one classified and one student
- **TEMPORARY CREDIT FACULTY POSITION:**
 - One manager, one or two faculty
- **PERMANENT CLASSIFIED POSITION:**
 - One manager, one faculty, and three classified. If the position is designated “confidential” there should be representation from the “confidential” unit.

Please keep the following in mind when considering employees for a committee:

- We have mandates from the State and Chancellor’s Office to diversify representation on committees (race, age, sex, etc.); and to diversify departmental representation by allowing employees from departments other than the hiring department.
- Employees who have written letters of recommendation or reference for candidates for a particular position, **CANNOT** serve on the screening committee for that position (e.g. letter of recommendation/reference written for a Biology candidate, therefore cannot serve on the Biology screening committee).
- Due to the number of screening processes going on, members of any particular committee may have to work into the summer months.
- Per Board Policy *BP 7310, NEPOTISM*, employment of family members is permissible within the limitations set forth in this policy. As a committee member, you may not be the spouse or relative of any candidate in the applicant pool of this recruitment and selection process.
- Employees/individuals who are appointed to serve on a screening committee must complete the screening committee training prior to the initiation of the screening committee process.