

**Mt. San Antonio College**  
**HUMAN RESOURCES**  
**SCREENING & SELECTION COMMITTEE COMPOSITION REQUEST FORM**

**Recruitment Title:** \_\_\_\_\_ **Hiring Manager:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Recruiter:** \_\_\_\_\_

- ☐ **Screening – Full-Time Faculty Positions:** (Per AP 7120 revised 3/8/17) The Screening Committee shall consist of one area administrator, department chair and three faculty persons selected by vote of the department. If the department chair is not available, a fourth faculty person shall be selected by vote of the department. If the department wishes to select faculty persons from outside the department, this is permissible. These five persons will be voting members. All Screening Committees will include an Equal Employment Opportunity Representative. This individual shall be a non-voting member of the Committee and will be appointed by Human Resources, in consultation with the Academic Senate President. The voting members of the Screening Committee shall elect the Screening Committee Chair. The Screening Committee may appoint two additional non-voting Screening Committee members who may be managers, industry representatives, faculty, classified staff, and/or students. The Academic Senate President, or designee, shall approve faculty appointments to the Screening Committee.

VOTING MEMBERS	SCM/EEO Training expiration date	NON-VOTING MEMBERS	SCM/EEO Training expiration date
Area Administrator:		EEO Rep:	
Department Chair:		Optional Non-Voting Member #1:	
Faculty #1 (selected by Dept):		Optional Non-Voting Member #2:	
Faculty #2 (selected by Dept):			
Faculty #3 (selected by Dept):			
Faculty #4 (if Dept Chair not available):			
Committee Chair elected by Voting Members:			

Department Chair (or designee) approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean (or designee) approval: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Senate approval: \_\_\_\_\_ Date: \_\_\_\_\_