

Subject: Your Important Role on Screening Committees

As you may be aware, with the state of California's reinvestment in higher education, Mt. SAC is once again in *hiring mode*. Hiring highly qualified faculty, managers, and staff is integral to ensuring that the College achieves its mission and maintains its reputation for distinction through excellence! With all this in mind, I wanted to take this opportunity to thank all faculty, managers, and staff for your participation on screening committees and provide clarification and guidance to all employees groups to emphasize how we can best support these important activities.

Screening Committee Participation (Including EEO Representatives)

- Screening Committee training, and EEO representative training, are regularly available (<http://www.mtsac.edu/pod/>). All employee groups are encouraged to attend! Completion of EEO training is a prerequisite for appointment to serve on a Screening Committee. Training should be current—within the two years prior to service on a Screening Committee.
- Screening Committee participation is considered hours worked for the college and, as such, is considered to be an employee's "work assignment" while serving. Contract faculty who participate on screening committees receive service credit for these hours. Human Resources will attempt to schedule Screening Committee meetings to avoid conflicting with faculty schedules.
- Classified staff who have been appointed to a Screening Committee are to be provided reasonable work time to attend EEO training, review applications, and attend meetings.
- Selection of appointees is facilitated by a list of those with current EEO training, the list being available from Human Resources. Appointments of classified staff are communicated to Human Resources by the local CSEA Chapter President or designee. Appointments of faculty to management screening committees are communicated to Human Resources by the Academic Senate President or designee. Faculty serving on faculty screening committees are elected by their departments, reported by the chair to Human Resources, and then confirmed by the Academic Senate President and the Director of Equal Employment Opportunity. Managers who have questions or concerns regarding their staff members' participation on these committees are to contact Human Resources for assistance.
- It is expected that individuals who participate on screening committees attend all scheduled meetings and carry out assigned tasks. Administrative Procedure 7120 on Faculty Hiring states, "Any committee member who does not complete prescreening tasks assigned to the committee will be removed from the committee."

Again, I would like to thank you for your participation in these important activities and thank the Human Resources staff who ensure our hiring processes are as efficient as possible while at the same time addressing increasing hiring activity in an environment where new positions are being developed and changes are being implemented throughout the College.

Your participation is not only appreciated, it is essential to serving our students!