

Mt. San Antonio College

HUMAN RESOURCES

SCREENING & SELECTION COMMITTEE COMPOSITION REQUEST FORM

Recruitment Title: _____ **Hiring Manager:** _____ **HR Tech:** _____

- ☐ **Screening – Full-Time Faculty Positions:** 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	NON-VOTING MEMBERS
Area Administrator:	EEO Rep (appointed by HR):
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):	

- ☐ **Screening - Temporary Full-Time (Non-Adjunct) Faculty Positions:** The Screening Committee shall consist of one area administrator, the department chair, and one to three faculty chosen by the department. If the department wishes to select faculty persons from outside the department, this is permissible. These individuals will be voting members of the Committee. 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, may approve faculty appointments to the Screening Committee.

VOTING MEMBERS	NON-VOTING MEMBERS
Area Administrator:	EEO Rep (appointed by HR):
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):	

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Recruitment Title: _____ **Hiring Manager:** _____ **HR Tech:** _____

- ☐ **Screening – Classified Positions*:** The committee shall be constituted as follows: Manager of position to be filled; one classified staff within department appointed by hiring manager, if available; one classified staff from another department selected by the appropriate CSEA unit; and one member recommended by Human Resources as non-voting EEO representative.

VOTING MEMBERS	NON-VOTING MEMBERS
Hiring Manager:	EEO Rep (appointed by HR):
Classified Staff within Dept.:	
Classified Staff appointed by CSEA:	

- ☐ **Screening – Confidential and Supervisory Positions*:** The committee shall be constituted as follows: Manager of position to be filled; one confidential or supervisory employee appointed by hiring manager; and one member recommended by Human Resources as non-voting EEO representative. Optional: Additional member(s) as recommended by the College President/CEO.

VOTING MEMBERS	NON-VOTING MEMBERS
Hiring Manager:	EEO Rep (appointed by HR):
Confidential or Supervisory Employee:	
Optional Member #1:	
Optional Member #2:	

- ☐ **Screening – Management Positions*:** The committee shall be constituted as follows: Human Resources Representative, Chairperson (non-voting); Manager of position to be filled; two managers appointed by the College President/CEO; two faculty members selected by the Academic Senate; one classified employee selected by the appropriate union bargaining unit; and the EEO Representative (non-voting) advisory. Optional: Additional member(s) as recommended by the College President/CEO. The President/CEO may determine that both classified bargaining units have an interest in the management position and appoint a second classified employee so that both groups are represented.

VOTING MEMBERS	NON-VOTING MEMBERS
Hiring Manager:	HR Rep. (Chairperson):
Manager #1 (appointed by President):	EEO Rep (appointed by HR):
Manager #2 (appointed by President):	
Faculty Member #1 (by Academic Senate):	
Faculty Member #2 (by Academic Senate):	
Classified Bargaining Unit Member :	
Optional Classified Bargaining Unit Member (as determined by President):	
Optional Additional Member #1:	
Optional Additional Member #2:	

* The Vice President, Human Resources shall authorize the appointment of a screening and interview committee, making every effort to achieve a balanced pool of gender and ethnic representation.