

**4.3.2P Faculty Hiring Procedure, Section III**  
**Screening and Interviewing Committee Composition.v2**  
**May 16, 2022**

**III. Screening and Interviewing Committees.**

**1. General Provisions.**

- a. Screening and Interviewing Committees for both regular and associate faculty hiring shall be formed to support the District's goal of hiring faculty members who possess expertise in their disciplines, excellence in teaching and pedagogical techniques, knowledge and application of IDEA pedagogy, and social and communication skills that enable effective interaction with persons from a wide range of cultures and experiences.
- b. Committee appointments will be made according to department policy and in consultation with the supervising administrator. Departments are encouraged to have policies that ensure rotation of Screening and Interviewing Committee members as much as possible.
- c. ~~Members~~ **Required members** of a Screening and Interviewing Committee must participate in each phase of the process in its entirety. This core SIC may determine that the invited members participate for one or more specific phase of the SIC process, and in such instances these invited members must participate in the identified phase(s) for all applicants. Students invited to participate will not have access to transcripts and other confidential information.
- d. A nonvoting District Compliance Monitor from outside the department will attend all meetings of the Committee. All Compliance Monitors must receive Human Resources training prior to serving.
- e. The appropriate Vice President(s) or designee(s) may meet the committee at its initial meeting to communicate District needs regarding the selection of faculty, verify procedures, and respond to concerns.
- f. Prior to receiving access to application materials, the Screening and Interviewing Committee shall agree upon a candidate rating system that is based on the specific minimum and preferred qualifications referred to in the job announcement.

**2. Composition of Screening and Interviewing Committees for regular faculty hiring:**

- a. Each committee **will** include:
  - (i) At least five faculty **members**:
    - The Department Chair or Program Director, or designee, required; and
    - Additional faculty members from the discipline (preferred) or from the department or (with FSAs in) a closely related discipline, required.
    - Additional faculty members from the list in b.(ii) below who are invited to participate may count toward the minimum five faculty members.
  - (ii) The cluster supervising administrator or, for Petaluma positions, the Petaluma Instructional Dean.

For Petaluma positions, the instructional dean for the Petaluma Campus may, at the request of the Vice President of Academic Affairs, also serve.

If both the cluster supervising administrator and the Petaluma Campus instructional dean are serving, the two supervising administrators shall confer and represent one **vote**.

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- b. The faculty members in the discipline (or department, or a closely related discipline) and the dean(s) comprise the core Committee. The core committee: members identified above:

- (i) may invite the participation of one or more additional members from the list below to ensure 1) five faculty members and 2) that the Committee as a whole has strength in the skill and knowledge areas identified in III.1.a, above; and
- (ii) the Committee will determine whether these additional members will be fully participating voting or consultative only and which phases of the screening and interviewing process the additional members will participate in; faculty members identified in the list below may count toward the five faculty seats:
- A contract faculty member from another department or discipline;
  - An associate faculty member;
  - A student; or
  - A classified professional identified by the Department and approved by the SEIU President.

The committee co-chairs will be a discipline or department faculty member selected by the department faculty members on the committee and a supervising administrator or designee. For a Santa Rosa faculty position, the cluster supervising administrator shall co-chair the Screening and Interviewing Committee; for a Petaluma faculty position, the Petaluma instructional dean shall co-chair the Screening and Interviewing Committee. ~~If both the cluster supervising administrator and the Petaluma Campus instructional dean are serving, the two supervising administrators shall confer and represent one vote.~~ Positions with primary assignment at District sites other than Petaluma shall follow the general procedures.

3. **Composition of Screening and Interviewing Committees for associate faculty hiring:** Each Screening and Interview Committee shall be composed of at least three voting fully participatory members who have the skills, knowledge, and experience to support the District's goals regarding faculty hiring, as stated in III.1.a. Each core committee will include either:

- a. A core committee of ~~Two~~ two or more contract faculty members from the discipline (preferred) or the department or a closely related discipline, and one supervising administrator; these members will be fully participating voting members, and the faculty members will determine which shall serve as chair; OR
- b. A core committee of ~~One~~ one contract faculty member from the discipline (preferred) or the department or a closely related discipline, and two supervising administrators; the faculty member and one administrator will be voting members. For this type of core committee, a decision to hire requires the agreement of the required contract faculty member.

For both types of core committee compositions described in "a" and "b" above and in support of the District's stated hiring goals, the department may elect to add: 1) one or more contract faculty members from another department or discipline; 2) an associate faculty member; 3) a student, or 4) a classified professional identified by the department and approved by the SEIU President. The department contract faculty members identified in III.3.a or III.3.b will determine whether these additional members will serve as fully participating voting or consultative members and which phases of the screening and interviewing process the additional members will participate in.