

**4.3.2P Section III Screening & Interviewing Committee
Support Document ◇ February 2, 2022**

General

1. ...should include members who are knowledgeable about the District's commitment to attract and retain a highly qualified and diverse faculty able to meet the needs of the District's diverse student population
2. must receive appropriate orientation training in District hiring practices within the previous year
 - a. review of this policy and procedure
 - b. review of the Equal Employment Opportunity Plan
 - c. review of data identifying the diversity of the District's students and faculty, including their socio-economic status, disabilities, gender distribution, and ethnic backgrounds
 - d. sign a statement in which they (1) confirm their completion of these reviews and their understanding of the confidential nature of all steps in the hiring process and (2) agree to maintain full confidentiality

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General questions about COMPOSITION of SIC for regular faculty

1. How many? Current draft says “no fewer than six.”
2. Shall SIC members be selected according to the department’s policy and in consultation with SA?
3. Co-chairs:
 - a. Shall the faculty co-chair of the SIC be selected by participating faculty members?
 - b. Shall the Santa Rosa Supervising Administrator co-chair the SIC when hiring for a SR position?
 - c. Shall the Petaluma Supervising Administrator co-chair the SIC when hiring for a Petaluma position?
4. Shall exceptions regarding SIC composition be approved by VPHR and VPAA?
5. Shall departments be encouraged to rotate SIC members “as much as possible”?
6. Shall all SIC members be required to participate in each phase of process in its entirety?
7. Shall both the Petaluma and Santa Rosa Supervising Administrators (SAs) serve when the SIC is searching for positions on both campuses?
 - a. If so, shall the Petaluma and Santa Rosa SAs confer and represent one vote when both are serving on a search for multiple positions?
8. Shall searches for positions with primary assignment at all other District locations follow the same general procedures outlined for the District?

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Screening & Interviewing Committees for Contract Faculty Hiring

Position	y/n/maybe	If maybe, circumstance(s)?	How selected?	Number	Voting y / n / dept.
Dept Chair / program dir / designee					
Additional dept contract faculty					
Contract faculty member outside dept					
Petaluma faculty member					
Supervising Administrator / designee					
Classified Professional					
Associate faculty member					
Emeritus faculty member					
Students					
Compliance monitor					

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Screening & Interviewing Committees for Associate Faculty Hiring:

1. How many members shall the SIC have? Current draft says “no fewer than three voting members.”
2. Shall the SIC include regular faculty members from the discipline?
 - a. If so, how many?
3. May the SIC include associate faculty members from the discipline?
4. May the SIC include regular or associate faculty members from outside the discipline?
5. Shall the SIC include an Academic Affairs or Student Services administrator?
6. Shall the administrator on the SIC also serve as the District Compliance Monitor?
7. Shall the department decide whether the administrator votes?
8. Shall the voting status of the administrator affect how the faculty members are selected?
 - a. If yes, what shall be the method of selection of all or some of the faculty members?
 - b. If so, how many?
9. Shall exceptions regarding SIC composition be approved by VPHR and VPAA?

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SIC Process (as opposed to composition)

1. The appropriate Vice President(s) or designee(s) may meet the committee at their initial meeting to relay District needs that may impact the selection of faculty, verify procedures and respond to concerns.
2. Prior to beginning screening, 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 before reviewing all complete applications and selecting candidates for interviews.