

Administrative Recruitment and Employment Regulations - AR4102.4

Revised Spring 2006

SECTION 3

SCREENING COMMITTEES

Membership:

Screening committee membership is a vital part of every employee's job within the District. It is a major factor in shaping the future of the institution.

The screening committee chair will be the College President, Chancellor or designee. The Chair or designee will determine the composition of the screening committee and may include appropriate administrators, appropriate campus group representation, area specialists, students, and community members. If community members are included on the screening committee, the Chair or designee will identify name(s) of the community representatives.

The name(s) of community member will be kept on file in the Human Resources Department. It will be the responsibility of the Chair to insure that committee representation is complete.

Campus groups appointing representatives to the screening committee will be notified of Administrative vacancies by job announcement distribution. The President of the Academic Senate or designee may select one faculty member, and the Classified Senate may select one representative for the screening committee. An Equal Employment Opportunity Advisory Committee representative shall be appointed by the Chair or designee of that committee. The Chair will appoint an Administrative Representative.

The complete list of committee members will be submitted by the Chair to the College President or Chancellor for review and then forwarded to the Human Resources Department within 10-working-days.

The Equal Employment Opportunity Officer or designee will review the committee composition to insure compliance with District procedures. If modification to committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the screening committee chair.