

Guidelines for Suggested Composition of Screening Committee Members

The following composition considerations are intended as suggestions for Hiring Managers when establishing a Screening Committee. Selected Screening Committee members should constitute a representative array of HCCC members from diverse backgrounds, which may include ethnic or cultural background, age, sexual orientation, union affiliation, discipline, depth of experience, title or other attributes of representation. It is highly recommended that each screening committee member attend Implicit Bias training, and at least one representative from the President's Advisory Council on Diversity Equity and Inclusion serve on the committee.

Cabinet Level Positions:

- President or Designee
- At Least One Member of the Cabinet
- Appointee of All College Council
- Appointee of Each Collective Bargaining Unit (Academic Administrators, Professional Association, Support Staff Federation, and Adjunct Faculty Federation)
- At Least One Additional Employee named by the President
- Employee from the Position's Division/Department/Office
- Student Appointed by Student Government Association/Office of Student Life and Leadership
- Appointees from Other Departments/Divisions Having Regular Contact with Cabinet Member

Faculty Positions:

- Immediate Supervisor or Designee
- Two Faculty Members from Department
- One Faculty Member from Another Department
- Appointee of Professional Association
- Appointee of Adjunct Faculty Federation
- Administrator and/or Staff Member Named by the Chief Academic Officer, or Designee
- Student Appointed by Student Government Association/Office of Student Life and Leadership

Academic Administrators and Confidential Positions:

- Immediate Supervisor
- Supervising Cabinet Member
- At Least One Support Staff from the Support Staff Federation
- At Least One Faculty Member from the Professional Association
- At Least One Administrator from the Academic Administrators Association
- At Least One Member of the Adjunct Faculty Federation
- Student Appointed by Student Government Association/Office of Student Life and Leadership

Support Staff Positions:

- Immediate Supervisor
- At Least One Member of Department, if Applicable
- Appointee of Support Staff Federation
- At Least One Manager or Professional Employee Named by Supervising Cabinet Member

(Date: 7/16/20)