# FULL-TIME FACULTY SCREENING COMMITTEE COMPOSITION

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| **COLLEGE:** | **POSITION:** |
| **POSITION CLOSING DATE:** | **COMPLETED BY:** |

Colleges are encouraged to use academic employees within the discipline from other colleges within VCCCD to maintain discipline expertise, diversity, and to provide a district-wide perspective. (A minimum of three of the committee members must be from underrepresented groups including two from ethnic minorities.) A committee typically consists of seven members and should not have less than five or more than nine members under normal circumstances. Persons identified with an “**X**” will assist in the pre-screening process. The composition of the committee should reflect diversity in, but not limited to, the areas of gender, age, ethnicity, and culture of the community.

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| **Representative** | **Number** |
| Academic Faculty from the Division | 5 (3 minimum) |
| Faculty from discipline, when possible | (2 minimum) |
| Faculty from other disciplines | (1 minimum) |
| Academic Administrator | 1 |
| Additional member from any category | 1 |
| Screening Committee Facilitator – ex officio | 1 |

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| **NAME** | **TITLE** | **DISCIPLINE** | **ETHNIC CODE** |
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|  | Screening Committee Facilitator | N/A |  |

**Committee Approval:**

Academic Senate President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Screening Committee Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Employment Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity Codes**

1. **American Indian or Native Alaskan (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. **Asian** **(Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
3. **Black or African American** **(Not Hispanic or Latino)**: A person having origins in any of the black racial groups of Africa.
4. **White (Not Hispanic or Latino)**: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
5. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
6. **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

# ACADEMIC FACULTY SCREENING COMMITTEE CALENDAR

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| COLLEGE: | POSITION: **:** |
| POSITION CLOSING DATE: | COMPLETED BY: |

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| **Organizational Meeting (after committee composition has been approved)** | Date: |
| Time: |
| **Pre-Screening** | Date: |
| Time: |
| **Application Screening** | Date: |
| Time: |
| **Application Tally** | Date: |
| Time: |
| **Oral Interviews (2 weeks after paper tally)** | Date: |
| Time: |
| **Oral Interview Tally** | Date: |
| Time: |
| **College President/Vice Chancellor Interviews** | Date: |
| Time: |

*Electronic applications will be available to committee for review after composition, calendar, criteria, and questions are completed and returned to HR.*

#### Calendar Approval:

**Director of Employment Services:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**