

## **Faculty Search Committee Membership Selection Process**

*(Based upon the District Hiring Procedures (AP 4130), Section C. Faculty Hiring)*

1. The Department Chair or Division Dean will notify the division when a faculty position becomes open for hire in the Division. The Academic Senate will also provide this information to the Academic Senate Division Senators.
2. The Department Chair or the Dean will solicit (in writing or by email) volunteers from all eligible faculty in the department to serve on the hiring committee. Volunteers from the division may also be solicited at this point if deemed appropriate by the department. Department needs and committee composition will be discussed at a department meeting.
3. The department faculty will propose a committee in consultation with the Dean. The following criteria should be used to determine the search committee membership:
  - Committees shall include a majority of tenured faculty who are experts in the discipline or a related discipline.
  - Every effort must be made to incorporate broad representation on every Search Committee to bring a variety of perspectives to the assessment of applicant qualifications.
  - The Search Committee may also include other members from outside the department/program.
  - Committees are normally limited to 7 members of which the Dean normally serves as chair and an Equal Opportunity Representative is assigned. The faculty who are experts in the discipline or related field will normally be between 3 and 5 members to maintain a faculty majority on committees of between 5 and 7 members total.
  - When clear and compelling academic and/or professional circumstances warrant, other faculty including contract and part-time faculty may be included on the Search Committee after consultation between the President of the Academic Senate and the college President. Special circumstances may include but are not limited to the addition of discipline expertise and enhancing the diversity of the committee.
1. The proposed Search Committee is sent to the Office of Diversity by the Department Chair or Division Dean.
2. In the event that diversity is not reflected in the Search Committee, the Director of the Office of Diversity will assist the department faculty and Division Dean in the identification and recruitment of faculty who may or may not be members of an underrepresented group but who clearly embrace the concepts of diversity and equal opportunity to serve on the Committee. (The Office of Diversity will work as a facilitator with the department so that the diversity that is necessary for a committee to be approved by the Academic Senate can be achieved.) . The committee may include members from the division or the campus at large.
3. Once diversity is achieved, an Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the college's Office of Diversity. If the Office of Diversity is unable to assign a representative, one may be appointed by the Vice Chancellor of Human Resources and Equal Opportunity or his or her designee.

4. The Department Chair or Division Dean shall forward a complete form of the proposed Search Committee to the Academic Senate one week prior to the Senate meeting at which it is to be considered.
5. The Academic Senate officers will confer with at least one of the Division Senators to confirm that process was followed.
6. If process was not followed or if problems exist, the Academic Senate officers will research the situation and will resolve the matter on a case-by-case basis.
7. If process was followed, or once all problems have been resolved, the proposed Search Committee is presented to the Academic Senate Executive Committee for confirmation. All faculty appointments to Search Committees must be confirmed by the Academic Senate.

