

**Committee on Committee**  
**Process for Appointing Faculty to Faculty Hiring Screening Committees**  
**Updated November 9, 2021**

Given Miramar's efforts to move in a direction of intentional inclusiveness, the Academic Senate's Committee on Committees (ConC) supports the faculty appointment process to faculty hiring screening committees as follows:

1. The ConC will adhere to [AP 4200.1](#) in the application of this process.
2. The Dean, Department Chair, and the Committee on Committees will solicit faculty interest campus-wide in order to broaden and diversify the pool of volunteers.
  - a. Faculty will have up to 10 business days (i.e. Monday through Friday) from the date of solicitation to express their interest. The solicitation will include the due date.
3. The Committee on Committees Chair will forward all faculty interest requests to the Dean and Department Chair.
4. On the date of solicitation, the Committee on Committees Chair will also forward a list of faculty who have self-identified as being able to offer an equity-focused perspective to the screening committee.
  - a. Our understanding is that this list will be a living document housed by the LEAD Office.
5. In establishing the screening committee roster, Department Chairs and Deans will review both the faculty interest requests and the "DEI List" of faculty volunteers when making their selection.
6. The Dean/Department Chair will then forward their selected roster to the Committee on Committees Chair using the screening committee form [under construction—[here's a link to City's form that we'll be adapting](#)].
7. The Committee on Committees Chair will then forward the roster and form to the College President for final approval.
8. The membership of the screening committee will not be publicized as to adhere to the directives from district HR that "the composition of a screening committee is not for publication or open discussion outside of a need to know basis."