



SAN DIEGO MIRAMAR COLLEGE

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Hello Miramar Community,

In the past several months, we have received questions regarding the process for appointment of Faculty, Classified Professionals, and EEO Representatives to Hiring/Screening Committees. We wanted to send out this email to clarify the processes and assist in our ongoing efforts. *Please note*, there are separate processes that must be followed for the appointment of Faculty and for the appointment of Classified Professionals. Administrators/Supervisors are appointed by the College President and are not addressed in the processes below.

Appointment of Classified Professionals to any Hiring/Screening Committees

- The Search Chairs will contact the Classified Senate President with the necessary information for the upcoming Hiring/Screening Committee. This information includes:
 - General timeline for the committee (start date to final interviews).
 - Number of Classified Professionals needed.
 - Any requisite experience that is preferred for participants.
 - Deadline for response from the body as determined by the Chairs of the committee.
- A solicitation for volunteers will be sent via the Contract Classified DL by the Classified Senate President with the deadline for response prescribed by the Search Chairs. This ensures an opportunity for participation across the Contract Classified body.
- Upon filling vacancies as requested by the Search Committee, Classified participants information is forwarded to the President's Office and Search Chairs for review. It is understood that any participants sent forward, are recommended only. The College President reserves the right to accept/reject recommendations.
- If no Classified volunteer or a vacancy remains, the Search Chairs reserve the right to open solicitation via the Classified Senate President for an extended period or move forward with the Classified committee members as recommended.
- Classified Professionals must have Supervisor or Manager permission to participate and must have current EEO Certification Training.

Appointment of Faculty to any Hiring/Screening Committees

- The Dean or Department Chair will contact the Committee on Committees Chair with the necessary information for the upcoming Hiring/Screening Committee:
 - General timeline for the committee (start date to final interviews).
 - Number of Faculty needed.
 - Any requisite experience that is preferred for participants.
 - Deadline for response from the body as determined by the Chairs of the committee.
- The Dean, Department Chair, or the Committee on Committees will solicit faculty interest campus-wide in order to broaden and diversify the pool of volunteers.
 - Faculty will have 10 business days (i.e. Monday through Friday) from the date of solicitation to express their interest. The solicitation will include the due date.
- If the Dean or Department Chair have made the solicitation, they will forward their final selection to the Committee on the Committees Chair.
 - If the ConC Chair solicited interest, they will forward all faculty interest requests to the Dean and Department Chair.
- On the date of solicitation, the Committee on Committees Chair will also forward the [DEI List](#) to the Dean and Department Chair.
- 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.
- The Dean/Department Chair will then forward their selected roster to the Committee on Committees Chair using the screening committee form:
<https://forms.gle/QZvtC9MGY7F6mPMj6>
- The Committee on Committees Chair will then forward the roster and form to the College President for final approval.

Appointment of EEO Representatives to Hiring/Screening Committees

- After a Hiring/Screening Committee has been approved by the College President and the position being hired is ready to be posted via the SDCCD Jobs website for applications, a call from Human Resources is sent through the District for EEO representatives.
- EEO Representatives are appointed directly by Human Resources through a volunteer system. Volunteer responses are collected by Human Resources directly.
- EEO Representatives can be from anywhere in the within the SDCCD system.

- Faculty, Classified, and Supervisory/Management are all eligible to serve as EEO Representatives if they have had EEO Certification Training.

There is continued concern that these processes are not being followed or are otherwise being circumvented. Please make sure to follow this process every time. If you have any questions at all, do not hesitate to reach out.

Thank you,

Mr. Sean Young, Classified Professional President

Dr. Laura Murphy, Academic Senate President

Dr. Wesley Lundburg, College President