

Hiring Committee Composition Guidance

Full-time Faculty Hiring Committees ([AP 3.15.3](#)):

- Please include the following in an e-mail to csmacademicsenate@smccd.edu when appointing faculty to a full-time faculty hiring committee:
 - Please provide the full committee composition (not just faculty) for context
 - Please provide an explanation of how faculty were selected (i.e. was a call put out to all faculty in the division? were faculty specific faculty selected for their connection to the work?)
 - Please provide an answer to one or both the following questions:
 - How does this committee reflect the diversity of our campus community?
 - How does this committee composition contribute to our goals of campus equity?
- Requirements of full-time faculty hiring committee composition for reference:
 - *All* faculty hiring committees need to have a majority of faculty participants (50% +1 faculty members)
 - Committees for positions that do not have a faculty expert at CSM can draw from sister colleges
 - Committees should include tenured faculty but can include tenure-track faculty in years 2-4 if there is need for discipline expertise
 - If the only discipline expert at the college or district is in year one of the tenure process, they are able to participate on the committee
 - In practice, tenure track faculty in years 1-3 are not generally included on hiring committees unless there are compelling reasons
 - In extenuating circumstances an adjunct faculty member may serve as the discipline expert on the committee. The circumstances must include the following:
 1. It is deemed appropriate by the dean and academic senate president to have an adjunct serve
 2. The adjunct has had at least two successful evaluations
 3. No conflicts of interest are present
- Other information to keep in mind:
 - “The appropriate sections of the job announcement (specific position duties and responsibilities; and desirable skills and attributes) will be developed through a collaborative process involving discipline faculty and the appropriate Dean.”
 - If questions are not answered sufficiently, Academic Senate may not approve the committee and request additional information



This is an ideal faculty committee composition:

- 1 faculty content expert for the discipline
- 1 faculty from same or related discipline
- 1 faculty from an unrelated discipline or different division

Non-faculty Hiring Committees with Faculty Participants:

- Please give a 1-2 sentence job description of the position
- Please provide the full committee composition
- Please email directly to csmacademicsenate@smccd.edu

Adjunct Hiring Committees ([AP 3.15.3](#)):

- These DO NOT need to be approved through Academic Senate
- The Dean will form a Screening Committee comprised of a majority of discipline faculty
- The committee may also include individuals from other divisions or from outside of the College, as appropriate.
- If other District Colleges have similar adjunct faculty needs, then a single, joint committee may be established
- Adjunct hiring within 45 days of assignment: The Division administrator, with assistance from available faculty, may select a qualified candidate for the position

