Faculty Involvement – Non-Faculty Positions

Silvester,

First off, I wanted to thank you for the opportunity to meet with you to discuss LMC’s approach to interview/screening panels for our non-faculty vacancies.

As noted in our conversation last Friday (7/14/17), while the district’s uniform selection guide is clear about the authority to constitute interview/screening panels, LMC recognizes the benefit in the additional step of consulting with the Senate for input on the selection of faculty to serve on our interview/screening panels, for non-faculty hires.

I’ve spoken with President Kratochvil and he, too, is committed to finding the best path forward on this issue.  Pursuant to our conversation and in the spirit of collegiality, LMC would like to continue the Senate’s consultation in the selection of faculty to serve on non-faculty interview/screening panels.  Based on our conversation, here are the agreed upon principles for this process:

1.       The hiring manager will determine a proposed interview/screening panel profile.  The panel profile will be comprised of a designated number of faculty, management, and/or staff that have a thorough understanding of the position being hired (e.g., working within the department/program or direct interaction, etc**.).  Management alone determines the number and type (faculty/staff/management) of panel members.**

2.       **The hiring manager will fill the proposed interview/screening panel with members that meet the panel profile requirements, determined in item #1, with consideration to protected groups.**

3.       The hiring manager will submit the proposed panel, with recommended members, to the Vice President, Business and Administrative Services (VPBAS) for review and approval.  As the college EEO officer, the VPBAS will review the proposed panel with consideration to representation of protected groups and relevance to the vacant position.

4.       **The VPBAS will advise the Senate on the chosen faculty for a panel at a scheduled Senate meeting**.  For periods when the Senate is not available, the VPBAS will consult directly with the Senate Chair on faculty panelists.

5.       **The Senate may propose alternate selections for any recommended faculty panelist.**

6.       If an alternate choice is proposed, the VPBAS will consult with the hiring manager and inform the Senate Chair of acceptance or rejection of the Senate recommendations on or before the next Senate meeting.

7.       If VPBAS rejects the Senate recommendation, the VPBAS will consult directly with the Senate Chair on faculty panelists.

As noted, the above items represent a principle list of our discussion.  There are logistical issues that we’ll need to work out for timeliness of process in relation to your Senate agenda.   I would like to continue our discussion about the fine print of this process…let me know when it’s a good time to continue the discussion on the detail pieces to complete.  I appreciate your cooperation on this issue, as I do believe we’re pulling for the same thing, which is to hire the most qualified and diverse employees to best serve our students.

Under a separate email, I will be sending you our first panel recommendations for two recruitments, Director of Transfer & Career Services and the Interim Dean of Math and Sciences that are currently underway.

Thanks,

Alex

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