

# Polk State College Procedure

Subject	Reference	Date	Number
Screening Committee	Rule 3.01	3/6/18	6068

Polk State College recognizes the value that diverse perspectives and experiences bring to not only the institution, but the hiring process as well. The College utilizes employment screening committees because they reflect an open participatory employee recruiting process. Screening committees are formed with the intent of being a diverse representation of our employee population and are comprised of full-time faculty and staff willing to commit the time necessary to serve throughout the screening and selection process. The committees are formed for all announced full-time, regular positions.

To establish screening committees to be used in the selection process for all administrative, career, faculty, and professional/technical positions, the following procedure is adopted. Whenever it becomes necessary to fill regular full-time administrative, career, faculty, or professional/technical vacant positions, the Office of Equity and Diversity Director will approve a committee to assist in the screening process.

Specific membership of screening committees will vary according to the position being filled, as outlined below.

1. The selection of screening committee members is by response to the Human Resources (HR) group email and/or other college-wide announcements. Although the committee selection process is voluntary, there is no guarantee of participation on a specific committee.
2. Although committee size may vary, committees typically will follow the following guidelines:
  - a. a minimum of three (3) members for career position
  - b. five (5) to eight (8) members for professional/technical, faculty, and administrative positions

Exception: It may be necessary to expand the committee number or to obtain broader cross-representation of members, which may include student representation, DBOT, or other stakeholders (interested parties). The responsible President's Staff member will submit a written request to the Office of Equity and Diversity Director for approval. The committee membership may reflect representation from full-time staff and faculty from campuses and centers.

In addition to campus and center representation, the membership of screening committees will also reflect, to the extent possible, the distribution of the population of the College's service areas in regard to protected categories listed in Title VII, such but not limited to race, ethnicity, gender, and disability. If necessary, employees may be assigned to serve on screening committees to ensure diverse representation.

The hiring manager and the Office of Equity and Diversity Director may also limit the number of members to ensure a streamlined process. Volunteers are not guaranteed participation on the committee and generally may not serve on more than three (3) committees per school year.

3. At least one (1) member of the committee will be from the same organizational or functional unit of the position to be filled.
4. The committee chair is responsible for contacting the Faculty Senate President who may select a faculty member to represent the Senate on the screening committee
5. When the position being filled is one that functions as a member of President's Staff, that group will serve as the screening committee. Members from the organizational unit where the vacancy exists, and/or other areas, may be added to the screening committee.
6. The hiring manager does not assume the role of screening committee chair, but instead assigns a designee. Any exception needs prior written approval from the Office of Equity and Diversity Director. The assigned committee chair should hold a faculty, professional/technical, or administrative position.
7. The appropriate President's Staff member, the hiring manager, and the committee chair are responsible for adhering to the Screening Committee Procedure and the Screening Committee Manual.

Screening committee training videos are made available to all employees via the online internal training portal. Each screening committee member is required to view each video prior to serving on a committee. If the member has viewed the training videos within the past two (2) years for service on a previous committee, the employee is not required to view them again. (HR will refer to the date of the training certificate to assess this requirement.) The Screening Committee Manual (found online) is also a resource document for screening committee members.

The screening committee chair will coordinate all required training, including use of the applicant tracking system training, and will distribute all necessary instructions and materials to the committee members. The chair will work closely with HR and the Office of Equity and Diversity Director at each step of the process.

There may be times when it may not be possible, and others when it is not practical, to follow the guidelines of this procedure. (Examples of such situations may include, but are not limited to: very brief recruitment times for completing contract requirements, special assignments or reassignments within the College by the College President, or potential contribution of candidate's skills/abilities/knowledge/experiences to achieve the mission of the College or the equity/accountability goals or strategic diversity initiatives.) The College President reserves the right in these, and other circumstances, to depart from the selection process described in this procedure when in the best interest of the institution.

**History**

Adopted: February 22, 1994

Revised: October 3, 2000; December 7, 2004; May 8, 2007; June 17, 2008; March 6, 2018

	3/13/18		5/13/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			3/15/18
President's Approval			Date