



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

FACULTY SCREENING PROCEDURES

Revised:

*April 2026 (District Senate Recommendations Based on HR
Suggestions from December 2025)*

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TABLE OF CONTENTS

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GENERAL PRINCIPLES

The following principles shall guide all activities related to the screening and selection of new employees:

1. The San Mateo County Community College District is committed to providing full, objective, and equal access to its recruitment and no person is denied consideration for employment based on their protected status. Screening committee members are required to comply with this policy. (see San Mateo Community College District Policy 2.20 Equal Employment Opportunity).
2. Each committee member agrees to act in the best interest of the Colleges and District in selecting finalists who best meet the needs of the diverse students we serve. (add to Confidentiality Acknowledgement)
3. The screening committee shall ensure that between the announcement of a vacant position and the selection of a candidate for hire, there is sufficient time for a thorough, complete and thoughtful search.
4. All participants in the selection process receive appropriate training in equal opportunity and legal selection procedures so that fair and equitable treatment of all individuals can be assured. (See appendix A - Screening Committee Orientation)
5. Individuals who are knowledgeable about and responsive to the College and District commitment to equal opportunity, are included on screening committees. Whenever possible, screening committee membership is diverse in order to broaden perspectives and to better represent the District commitment to equal opportunity. Please refer to the Board of Governors approved Equity and Diversity Task Force Report for a full definition of diversity and to APPENDIX A - Faculty Hiring Procedures for Full Time Faculty.
6. Final hiring decisions, whenever reasonably possible, are made during the regular academic year and promptly communicated to the faculty. Only candidates who are recommended by the screening committee will be hired.
7. The importance of confidentiality shall be reinforced throughout the process. However, if screening committee members believe the process is being violated, they should inform the Chief Human Resources Officer so that appropriate action can be taken. If it has been determined that confidentiality has been breached, the Chief Human Resources Officer may disband the Committee.
8. Artificial Intelligence (AI) software and programs should not be used by committees in the hiring process

I. IDENTIFICATION OF VACANT POSITIONS

The College President, through consultation with the Chancellor (or designee) is responsible for identifying faculty positions to be filled, through use of a thoughtful, well defined and widely disseminated planning process at the college. The planning process for identifying faculty positions to be filled is described in writing and involves faculty and administration. Vetting of positions to be filled is conducted through the respective campus participatory governance process. The Academic Senate is involved in these processes at each campus.

The process of identifying positions to be filled shall include the following:

- a. Involvement of faculty at the division/department level
- b. Involvement of the Academic Senate President (or designee) at appropriate times within the process:
 - To review the general criteria established by the College for identifying positions to be filled and
 - To review the positions which are identified
- c. A clear statement of rationale used to identify full-time faculty positions to be filled.

II. DEVELOPMENT OF THE JOB ANNOUNCEMENT

The appropriate sections of the job announcement (specific position duties and responsibilities and knowledge, skills and abilities) will be drafted by the Office of Human Resources and discussed and approved by the College President and screening committee before it is posted.

Elements of the job announcement

The faculty job announcement includes the following information:

1. Description of the primary duties and responsibilities of the position
2. State-mandated minimum requirements (Board-approved local qualifications are used as applicable)
3. A State-mandated requirement of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
4. Additional, job-related, “skills and qualifications” such as:
 - a) Additional degrees, licenses or certificates
 - b) Special fields of training and/or experience
 - c) Knowledge of educational principles as appropriate
 - d) Other job-related knowledge, skills and/or abilities as appropriate
5. Standard (template) job announcement text that includes
 - a. Educational equivalence criteria
 - b. Legally-mandated statements
 - c. A list of application materials required of each candidate
 - d. General information concerning compensation, benefits, terms and conditions of employment

- e. District statement of commitment to equal employment opportunity and respect for diversity
- f. Start date of assignment (not always)
- g. Application deadline

The Office of Human Resources will provide a final review of the job announcement to ensure compliance with equal employment opportunity requirements and other legal standards and then finalize the job announcement for publication. Minimum qualifications and an equal opportunity statement will be a standard part of the announcement template.

The District Office of Human Resources will recruit broadly for faculty positions to be filled. Every effort will be made to communicate openings to current full-time and part-time faculty employees. Human Resources will advertise broadly and strategically to ensure the diversity of the hiring pool. Publicizing of the job announcement may include, but is not limited to the following:

- SMCCCD Employment website
- Community College Career Connect
- HigherEdJobs.com
- Indeed.com
- Discipline-specific websites (as requested)

The Office of Human Resources will provide a range of technical services, training and consultation, as appropriate, to assure that the job announcement, recruitment activities and screening/selection process, criteria, forms and documentation comply with applicable current law and District policies and procedures.

II. SCREENING COMMITTEE COMPOSITION

The number of members on a Screening Committee will normally be three (3) to five (5). A committee may be comprised of more than five (5) members in special circumstances

The screening committee will be composed of a majority of faculty and at least one discipline expert.

Committee Chair

The Screening Committee Chair shall be the relevant Educational Administrator for the discipline responsible for ensuring all policies and procedures are followed and coordinates the screening committee's work which includes:

- coordinating with HR to schedule meetings and submit paperwork
- ensuring a variety of perspectives to assess applicant qualifications;
- holding all committee members accountable for attending meetings and interviews;
- assuring votes and decisions made throughout the committee process include all members.

Faculty Appointments

After validating the completion of the District's Unconscious Bias training, the Chair confers with the hiring department to select faculty nominees to forward to the local Academic Senate.

Discipline Experts

A discipline expert will be a faculty member who has an approved Faculty Service Area designation for the subject matter. If there are fewer than three (3) discipline experts at the hiring college, related discipline experts within the hiring division and Academic Senate will assist in the process of proposing faculty to serve on the screening committee. The discipline expert and the Screening Committee Chair will determine what constitutes a related discipline. If there are no discipline experts at the hiring college, the decision of what constitutes a related discipline will be made by the Screening Committee Chair and discipline expert.

The proposed faculty should include tenured faculty and may include fourth-, third-, and second-year contract faculty who are experts in the discipline or related disciplines. If there are no discipline experts at the hiring college, experts from the other two district colleges will be sought. If no tenured or fourth-, third- or second-year contract discipline experts are available within the district, then a contract one (first year) discipline expert can be proposed to serve on the committee. If no discipline experts are available within the district, the committee may seek experts from other colleges or the private sector. In extenuating circumstances, an adjunct faculty member may serve as the discipline expert on the committee. The circumstances must include the following:

- It is deemed appropriate by the Educational Administrator and local Academic Senate President to have an adjunct serve
- The adjunct has had at least one successful evaluation
- No conflicts of interest are present

Non-Faculty Appointments

A student representative, classified employees, and community members can be nominated by the Vice President and forwarded to College President for review and taken to the appropriate body for appointment.

III. SCREENING COMMITTEE ORIENTATION & INITIAL APPLICATION SCREENING

Human Resources Responsibilities

- Facilitation of the recruitment process
- Posting the job
- Advertising and outreach consultation
- Orientation
- Review of the selection process, its steps, projected timelines, and requirements for legal documentation of the committee application screening, interview ratings, and selection of candidates
- Record-keeping
- Communicating with screening committee:
 - HR should limit personal e-mails and primarily rely on communication through the hiring platform
 - When communicating through personal e-mails, HR should use clearly labeled subject lines to avoid confusion and missed content

- HR should strive to avoid e-mail attachments with confidential information (use Dropbox, Onedrive, hiring platform, or similar management tool for easy reference)

Screening Committee Orientation

The screening committee orientation should contain the following elements:

Hirezone Tutorial

HR will lead committee members through a tutorial of how to use Hirezone, SMCCD's hiring platform, with clear information about how it will be utilized for every step of the process (i.e. initial application screening through interviews)

- [SMCCD Hirezone Manual](#)

Job Description Review

Review the knowledge, skills, and abilities (KSAs) that will guide the development of the interview questions and initial application screening criteria:

- Ensure Minimum Qualifications are aligned with the State Minimum Qualifications Handbook or any local FSA
- Review, create, and edit preferred qualifications
- Review create, and edit knowledge, skills, abilities (KSAs)
- Transferrable skills
- Career-related experience
- Review and create cover letter prompts relative to cultural competency requirement

Interview Questions

Develop interview questions, teaching demonstrations, or presentations. Committee should develop interview questions emphasizing the most critical KSAs

Selecting KSAs for Application Screening & Screening Criteria Matrix

Choose KSAs to use in initial application screening

- Recommend 7-9 KSAs for use in initial application screening
- Avoid duplication of KSAs except for KSAs that should be weighted more than others

HR will work with the Chair to develop the Screening Criteria Matrix to reach a shared understanding of the top priorities of the job before posting, and before applications are released to the committee (APPENDIX A).

For the Screening Matrix, focus on the highest impact KSAs for the initial screening. It is not possible to fully evaluate each and every aspect of a job description based on a paper screening alone; the goal should be to identify the top applicants for interviews where qualifications will be explored in more depth.

Norming for Application Screening

Before individuals screen applications there should be some norming as to how committee members will apply the 0, 1, 2 screening criteria to the selected KSAs. For example, if one KSA selected for screening is "The use of counseling tools and platforms such as

DegreeWorks, ASSIST, and Transfer Planners,” what do committee members feel differentiates a 0 (does not meet), 1 (meets), or 2 (exceeds)?

Not all individuals need to use the exact same criteria but having this conversation before screening is important to having a shared understanding.

Initial Application Screening

Using only the criteria matrix and the required materials submitted by the applicant, all committee members are to review applicants independently and identify those who meet the **minimum qualifications and** top priorities for the job. Importantly, all committee members need to:

- Use the Screening Criteria Matrix to complete their review
- Adhere to not screening beyond the finalized Screening Criteria Matrix
- Apply the criteria consistently to all applicants

Committee members must not consider any unrequested materials or outside information.

Committee members should not screen for minimum qualifications at this stage. All applications screened by the committee have either stated that they meet minimum qualifications or that they meet equivalency. At the point of selecting applicants for interview, each applicant invited for interview will be screened by the committee for minimum qualifications or recommended for equivalency (APPENDIX C).

For each criteria the committee planned to review at the application stage, decide whether the applicant Does not meet (0), Meets (1), or Exceeds (2) the criteria established in the matrix and record the evaluation in the applicant tracking system.

~~For minimum qualifications, the applicant simply checking the box is insufficient. There should be a 3 point scale. 0 = does not meet, 1 = may meet, requires equivalency process, 2 = meets, and 3 = exceeds (Rene do you agree?)~~

~~If an applicant has applied for equivalence, mark them as “1 – Meets.” If equivalence is needed to be determined, a Faculty Qualifications Committee will be convened through the local Academic Senate (See SMCCCD Policies & Procedures 3.15 and 3.15.2).~~

No changes will be permitted after submission unless discussed with the committee; for example, a non discipline member of the committee may not be clear on a technical aspect of someone’s background,. Rationale for a changed score must be documented.

The Human Resource Representative will send each committee member their individual completed evaluations in preparation for discussion and selection of candidates for interview.

Selecting Candidates for Interview

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VI. SCREENING COMMITTEE INTERVIEWS

Each screening committee member shall document the quality of the candidates' responses. Interview questions and skill demonstrations should be unbiased, job-related, and based on the required knowledge, skills and abilities.

The same set of pre-determined interview questions shall be used to screen each candidate. The Committee may ask appropriate follow-up questions to clarify a candidate's response. Committee members should ensure that all candidates are provided with an equal opportunity for clarification and elaboration on matters related to their responses to questions. It is the candidate's responsibility to provide thorough responses to the interview questions, and committee members are cautioned against prompting candidates for improved responses. Follow-up questions are strictly for the purpose of clarification and elaboration. Teaching demonstrations may be interactive.

All members of the screening committee must be present during all of the interviews. If a committee member is unavoidably absent and subsequent interviews cannot be rescheduled, the remaining committee members may proceed without that member for the remainder of the process and said committee member's scores will be omitted.

All faculty first-level tenure-track interviews within a single search must be conducted in the same format (either all in-person or all via Zoom). The format chosen applies to candidates and screening committee members, with exceptions provided for candidates and screening committee members who have an approved disability-based accommodation. To ensure engagement during Zoom interviews, cameras must be on.

Candidates are encouraged to use their own ideas and thoughts in answering the pre-set interview questions, and reminded that plugging the questions into an LLM or chatbot and reading the responses is frowned upon. In person interviews are encouraged where possible.

Candidates invited to participate in-person for first or second-level interviews can request travel reimbursement assistance to defray the cost of travel to an HR recruiter. A candidate is limited to one travel reimbursement request per year for in-person interviews (first and/or second level) of up to \$1,500 for travel from a residence over 150 miles away and must seek reimbursement consistent with applicable policies and procedures of the District. **Interview Documentation**

Each Screening Committee member must complete an Interview Matrix for every candidate interviewed. Each interview response must be assigned a rating based on the scale below. Completed matrices will be included in the official search documentation file.

Each interview question is designed to assess specific knowledge, skills, and abilities (KSAs) identified in the job posting. When rating candidate responses, ensure notes and scores reflect the candidate's demonstration of the KSAs listed for that question.

5 - Exceptional

- Provides thorough, insightful, and well-structured responses.
- Demonstrates extensive knowledge, skills, and abilities that directly align with the job.
- Gives strong, specific examples showing consistent success and impact.
- Exceeds expectations for the role.

4 - Strong