

Combined Standing and Screening Committee procedures document — see separate documents in Committee Resources section of Senate website for most up-to-date versions!

### **Standing Committee appointments**

Calls for membership of committees will go out near the end of spring semester (April, with the current calendar) and at the beginning of fall semester (August, with the current calendar). The Senate will make every effort to appoint as many faculty who are willing to serve on committees. The Standing Committee Request Form allows faculty to rank their first three options for committee service, which ranking will be used to inform committee appointments. The Senate Administrative Secretary will keep track of the date and time of all requests. ***See procedure below for special case of first 48 hours of nomination window for slots with multiple nominees.***

To uphold the college's core value of Diversity\*\*, the Senate will support diversity, equity and inclusion\* within and throughout the committees. The Senate will confirm committee appointments at their first annual meeting taking into consideration the following criteria in the event that there are more nominations than appointments available:

Standing committees with department, pathway or area representation:

- Status. Preference for tenured or tenure-track professors.
- Submission date and time. Preference for sooner.++

The Senate encourages departments, pathways, and areas to support diversity, equity, and inclusion\* when considering faculty representation.

Standing committees without department, pathway, or area representation:

- Status. Preference for tenured or tenure-track professors.
- Representation. As many departments, pathways, or areas represented as possible.
- Submission date and time. Preference for sooner.++

After the Senate's initial appointment, all remaining appointments to committee vacancies will be filled by submission date and time with preference for sooner.

### **++ Procedure for Standing Committee Slots With Multiple Nominees at Start of Nomination Process**

1. For the START of open enrollment of standing committee slots: All applicants for standing committee slots have a 48-hour window to apply for committee membership via the [Standing Committee Request Form](#) on the Senate's website. After the initial 48-hour nomination time block, the nomination process will work as before (in Spring 2022) with submission time preference.
2. If there are multiple applicants for a given standing committee slot who have applied within the 48-hour period that committee nominations begin [(start date & TIME) to (start date & TIME+48 hours)], a random lottery will be used to choose the person for the given standing committee slot.

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3. The random lottery described in #2 above will be done at the first full Senate meeting of the academic year.
  - a. *Example* process for random lottery: Each applicant for a given slot will be assigned a number between 1 and the number of applicants. A random number generator such as the one at Random.org (or other engine) will be used to create a random number between 1 and the number of applicants. The applicant whose number matches the generated random number will be the nominated person for the slot. See <https://www.random.org/integers/> for the one that could be used for this scheme: Generate 1 random integer; each integer should have a value between 1 and # applicants (both inclusive); format in 1 column; and then click "Get numbers".
  - b. *Another example*: use <https://www.random.org/lists/> to generate a randomized list from the nominees.

\*The definitions of diversity, equity, and inclusion are from the Board of Governors of the California Community Colleges' DEI Glossary from the Vision for Success Diversity, Equity, and Inclusion Task Force of 2019 and used by KCCD's EEO Plan (adopted June 2021). The DEI Glossary is posted at <https://www.cccco.edu/-/media/CCCCO-Website/Files/Communications/vision-for-success/8-dei-glossary-of-terms.pdf>

\*\* BC Core Value of Diversity: We insist that diversity be valued and promoted, recognizing that multiple perspectives lead to a better education and knowledge of the world; listening and witnessing different experiences helps us to understand and contextualize power and privilege related to gender, race, class, religion, disability, and sexuality in terms of access and barriers to resources and opportunities.

Diversity: The myriad of ways in which people differ, including the psychological, physical, cognitive, and social differences that occur among all individuals, such as race, ethnicity, nationality, socioeconomic status, religion, economic class, education, age, gender, sexual orientation, marital status, mental and physical ability, and learning styles. Diversity is all inclusive and supportive of the proposition that everyone and every group should be valued. It is about understanding these differences and moving beyond simple tolerance to embracing and celebrating the rich dimensions of our differences.

Equity: The condition under which individuals are provided the resources they need to have access to the same opportunities, as the general population. Equity accounts for systematic inequalities, meaning the distribution of resources provides more for those who need it most. Conversely equality indicates uniformity where everything is evenly distributed among people.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.

BC Core Value of Community: We commit to the wellbeing of all members of our community; we maintain strong ties with the surrounding community, and we respond to their needs by serving as an open institution which engages all students, faculty, and staff; in our college, we have built and continue to build an environment in which all members participate as a community through democratic engagement.

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BC Core Value of Learning: We foster curiosity, inquiry, critical thinking, and creativity within a safe and rigorous academic environment so that we might be empowered to radically transform our community into one that gives voice and power to all people.

----- Original language passed by Senate on November 3, 2021

-----Procedure for Committee slots with multiple nominees at start of nomination process added November 16, 2022 -----

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### **Screening committees for faculty positions**

When calls for nominations go out, normally they are open for one week. The Senate Administrative Secretary will keep track of the date and time of all nominations. To uphold the college's core value of Diversity\*\*, support will be given to diversity, equity, and inclusion\* within the screening committee. An Equal Employment Opportunity (EEO) representative (from Human Resources) will ensure compliance with all applicable laws through appropriate and timely training.

Screening Committee appointments for faculty positions will be based on the following:

- Status. Preference for tenured or tenure-track professors.
- Per [Board Policy 8706](#), the department chair must be on the committee
- Expertise: The committee will include at least one member with expertise in the subject area.
- Representation. The committee will include a person outside of the department.
- Submission date and time. Preference for sooner.

### **Screening committees for management positions**

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Screening Committee appointments for faculty positions will be based on the following:

- Status. Preference for tenured or tenure-track professors.
- Representation. The committee will include a mix of departments.
- Submission date and time. Preference for sooner.
- *For College Educational Administrator positions, Board Policy 6B3I2 states that there shall be an equal number of faculty and management.}}* Removed in transfer to new BP with CCLC numbering in May 2022.

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----- above language passed by Senate on November 17, 2021. College Educational Administrator language dropped in Spring 2022 -----

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