

Grossmont College - Academic Senate

Request for hiring committee representatives

1

Hiring Process - PE Documents

Please meet with your Dean to review the [PE Documents](#). PE2 is for part-time faculty and PE9 is for full-time faculty. The Senate Officers Committee select 2 FT faculty member from within your dept or division and 1 FT or PT faculty member from outside your division.

2

Complete the representative request form

The [representative request form](#) allows you to submit requests for EEO, faculty, classified and administrator representatives. You will also be asked to upload the job description.

3

Allow at least 2 weeks for recruitment

Email call outs only go out on Mondays. Please allow time for faculty to submit their interest and for the Senate Officers Committee (SOC) to review applications.

4

Deadline for application

The Senate Officers Committee meets Friday mornings. Please indicate your deadline no later than a Thursday by 5pm. Faculty should be detailed in their statement to help SOC select the best candidates. Also, please refer to the [Selection Criteria](#).

5

Notification of Selection.

After the Senate Officers meet, the Senate President will email you the representative information as soon as possible.

**PLEASE LET US KNOW IF YOU HAVE QUESTIONS!
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