

Collin County Community College District
SEARCH COMMITTEE GUIDELINES
ADMINISTRATIVE & FACULTY POSITIONS

WHAT IS A SEARCH COMMITTEE?

A search committee is an appointed group of individuals whose purpose is to:

- review application materials for a particular administrative or faculty position,
- select qualified candidates for preliminary and campus interviews,
- identify the top two to three candidates for potential employment, and
- complete required documentation of the screening and interview process.

HOW IS A SEARCH COMMITTEE FORMED AND WHO SHOULD SERVE ON A SEARCH COMMITTEE?

For faculty searches, the search committee consists of a chair and four to six members with an academic background and/or level of expertise pertinent to the teaching field. The faculty members within the discipline will meet and recommend to the dean a diverse group of internal and external individuals for search committee membership. The Dean will either accept the faculty recommendation or submit revisions to the appropriate vice president for consideration and for the final decision regarding faculty search committee membership. For administrative searches, search committees are appointed by the appropriate provost, vice president or by the president and should also represent a diverse group of individuals with an academic background or/or level of expertise pertinent to the administrative area.

The search committee chair should be an individual who:

- is regarded highly within the college,
- demonstrates a consistent commitment to the district's core values, and
- is skilled at conducting meetings.

Search committee members should not be related to or be engaged in business ventures with persons who may apply for the vacant position. A committee member having a relationship with a candidate, thus creating or giving the appearance of a conflict of interest should not be a member of the search committee. It is incumbent upon a search committee member to disclose when such a conflict arises. Upon having knowledge of any potential conflict of interest, the committee chair should discuss the matter with the appropriate administrator.

Additionally, an individual who accepts appointment to a search committee cannot become a candidate for the posted position.

WHAT IS THE ROLE OF THE SEARCH COMMITTEE CHAIR?

The search committee chair provides leadership to its members, and ensures that the appropriate college procedures, as well as state and federal laws are followed.

The chair meets with the Manager of Employment prior to the first search committee meeting to review the position description and recruitment process and to discuss the search committee guidelines and required forms. The chair keeps the appropriate Dean, Vice President/Provost and Manager of Employment apprised of the selection process status.

The chair schedules meetings, designates a secretary to keep minutes, and provides a roster for recording search committee attendance at each meeting. (Form A)

The chair, with assistance from the committee members, documents reasons for non-selection of applicants to continue to the interview process. (Form B)

The chair, with assistance from the committee members, establishes job-related questions to be asked at the preliminary interview. (Preliminary interviews are not always necessary). These questions are submitted to Human Resources, in advance, for review and approval.

If preliminary interviews are to be conducted, the chair or his/her designee, schedules preliminary interviews with local applicants and contacts Human Resources to schedule preliminary interviews of candidates who are not local.

The chair notifies the Manager of Employment at the conclusion of the preliminary interviews (if conducted), and provides a list of candidates to be scheduled for finalist interviews.

For teaching positions, the chair, with assistance from the search committee members, determines a teaching topic to be presented by the finalists.

The chair collects and returns all applicable forms to the Manager of Employment, including the *Interview Response* forms from the preliminary and finalist interviews. (Form C)

The chair presents search committee recommendations to the appropriate Dean and Vice President/Provost.

The chair, with assistance from the committee members, completes required documentation of the screening and interview process. (Form D)

WHAT IS THE ROLE OF A SEARCH COMMITTEE MEMBER?

Members attend meetings scheduled by the search committee chair.

Members review application materials of all qualified applicants and assist the search committee chair with completing all required documentation of the screening and interview process.

Members assist the search committee chair with preparing questions for preliminary and final interviews and in determining the teaching topic to be presented by the applicants at the time of interview.

Members participate in the interviews of all selected candidates and complete and submit to the chair an *Interview Response Form* for each candidate interviewed providing their impression of the interview.

Members participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top two to three candidates to be submitted to the appropriate Vice President/Provost.

HOW DOES THE PROCESS END?

The appropriate Dean and the Vice President/Provost a) review the search committee recommendation of the top two to three candidates presented for consideration, b) select the individual(s) for whom references should be checked, and c) forwards the information including a completed Faculty Credential Inventory (FCI) form to the Manager of Employment for processing the reference checks.

The Manager of Employment completes the following

- conducts and documents reference and security checks
- calculates the hiring salary, after receiving approval from the appropriate administrators
- extends an offer of employment to the selected candidate, contingent upon approval by the Board of Trustees
- contacts each candidate who participated in a campus interview and notifies them of the decision, and
- sends written notification to all other qualified applicants for the position.

CCCCD Core Values

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

THE SEARCH COMMITTEE PROCESS

The employment process is one of record keeping. The search committee will need to keep a record of its proceedings, and a recorder should be designated for each meeting. Records help the search committee maintain consistent procedures.

Remember: Keep track of committee decisions and document the process, including notes from screening committee meetings, interviews, and evaluations of candidates. If you have questions regarding any documentation issues, call Human Resources.

- The approved job description should be reviewed carefully, and any duties or statements that are not clear should be clarified prior to reviewing resumes. Approved job descriptions are available on the college's website. <http://iws2.ccccd.edu/hr/jobdes.htm>
- During the search process, actions and discussion of the search committee are confidential and are not to be discussed outside the meetings.
- The Manager of Employment will contact the candidates regarding the interview schedule, process, and travel arrangements, when applicable.
- The Manager of Employment will notify the Dean and the Leadership Team of the interview schedule and provide application materials of finalists.
- Prior to the interviews, assignments should be made for committee members to meet, greet, and escort the candidates between various phases of the interview process.
- The Search Committee chair, at the beginning of the interview, should ensure the committee members are introduced to the candidate.
- Ensure the candidate has an occasional break between interviews and to get water or have a cup of coffee, etc.
- All candidates are to be asked the same questions so that each candidate has an opportunity to respond to the same issues. *It is suggested that the candidate be told how much time and how many questions will be asked during the interview session. If the candidate would like to expand on his/her response to a question at the end of the process, this is permissible.*
- Follow-up job-related questions may be asked when an answer is incomplete or when additional information is needed from the candidate to get a clear understanding of his/her job-related experience, skills and knowledge.

- Communication with applicants after the interview regarding the status of the position should be made through the Manager of Employment.
- Forms A, B, C, & D documenting the search, must be completed and returned to Human Resources at the conclusion of the search process, along with any notes or other documentation created in the process.
- Search committee concerns should be forwarded to Helen Dupont, Manager of Employment, CYC-B-303, ext. 3856.
- Applicants and candidates are forming decisions about CCCCCD based on the quality of our search process and the hospitality of the search committee. Remember our Core Values and ask appropriate questions. Introduce candidates to faculty and staff that are positive, out-going ambassadors for the many good things the college is achieving and the new projects we are pursuing.

Interviewing

Interviewing

The employment interview is a vital component in the hiring process. In order to recommend the most qualified applicant, search committee members must be well versed in how to effectively conduct interviews. In addition, we must be aware of federal and state legislation that precludes asking certain questions during an interview.

Structured Interviewing

Structured interviewing involves approaching the interview with a pre-planned agenda. The interviewer knows ahead of time what he/she will ask the applicant and tries to stick to the agenda. Some interviewers will ask the questions in order and others will take a more relaxed approach but are still sure to address all of the pre-planned questions. This type of interviewing style generally provides the interviewer with the information needed to make the hiring decision. It is also important as a defense against discrimination in hiring and selection, because all applicants are asked the same questions. This is the method used by CCCC.

Facilitating Open Discussion

Interviewers try to gain as much information as possible from the applicant. The easiest way to accomplish this is by creating an atmosphere that allows the applicant to speak freely. The following are suggestions for fostering an atmosphere that is conducive to open discussion:

1. Try to put the applicant at ease at the beginning of the interview. If the applicant feels comfortable he/she will be more likely to share information with the committee.
2. If the applicant freezes on a particular question, consider going on to the next question. It takes time for some applicants to relax and feel comfortable with the interviewing process.
3. Try to ask questions that will facilitate discussion. Avoid questions that require a "yes" or "no" answer.
4. Don't ask leading questions. Keep the questions open-ended so that the applicant has the opportunity to speak freely.
5. Be sure to ask only job-related questions.
6. Listening skills are essential in an interview. It is important to let the applicant speak without being interrupted. Remember, the purpose of the interview is to obtain as much information as possible.

PERMITTED AND PROHIBITED PRE-EMPLOYMENT QUESTIONS

Job-related Questions

Interview questions should be job-related and focus on the candidate's academic preparation, related work experience, and depth of knowledge within the content area. Additionally, questions should provide an opportunity for the candidate to discuss how he/she would respond to scenarios or examples of job-related issues that may be faced by the person in this position.

Race/Ethnicity

A candidate may not be asked questions concerning ethnic background. Information required for federal reporting is collected by use of postcard responses.

Age

A candidate may not be asked questions concerning age. To comply with federal regulations, records regarding age must be kept but are obtained following hiring and maintained in the Human Resources Office.

Disability Status

Prior to a job offer, a candidate may not be asked questions concerning whether he/she has a disability or health problem which may affect job performance, or which the college should consider in determining the need for accommodation. A candidate may be asked only if he/she can perform the essential functions of the job or if there is anything that would prevent he/she from performing the job. It is the responsibility of the candidate to inform the college that he/she has a disability and to request reasonable accommodations. In light of the Americans with Disabilities Act, it is important to consult with Human Resources if any questions arise regarding disabilities.

Religion or Creed

A candidate may not be asked questions concerning religious denomination, religious affiliations, and/or church attendance. A candidate may be advised of normal hours or days of work required by the position to avoid possible conflict with religious or other personal convictions.

Marital or Parental Status

A candidate may not be asked questions concerning whether the candidates are married, single, divorced, or engaged. Questions regarding the number and age of children, pregnancy or future pregnancy is also prohibited. The candidate may be asked if he/she can meet specific time schedules or if he/she has activities, commitment or responsibilities that may hinder meeting attendance requirements. A candidate may be asked about expected duration in the position or anticipated absences if the questions are asked of all candidates and weighted equally for males and females.

Character

A candidate may not be questioned about whether they have ever been arrested, or about personal habits in private life. A candidate may be questioned as to whether they have been convicted of a crime and, if so, when, the nature of the crime, and the disposition of the case.

Credit Rating

A candidate may not be questioned regarding credit rating or financial commitments.

Organizational Membership

A candidate may be questioned regarding organizational memberships, which would be associated with ability to discharge the responsibilities of the position, but excluding any organization that might indicate the race, religion, national origin or ancestry of its members.

References

A candidate may be asked as to who suggested that the candidate apply for a position with the college. Names and address of persons willing to give references may be requested.

Military Experience

A candidate may be asked about military duty, and the type of education and experience obtained in military service as it relates to a particular position. A candidate may not be asked what type of discharge was received.

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FREQUENTLY ASKED QUESTIONS**Who will interview the candidates?**

- Candidates for faculty and administrative positions may be interviewed by one or more of the following groups/individuals:
 - search committee,
 - the dean/director,
 - the vice president/provost of the division,
 - members of the district's Leadership Team, and
 - a representative from human resources.

How can I serve on a search committee?

- Express your interest to the appropriate vice president, provost, dean and/or director for their consideration when establishing future search committees.

Who will answer candidates' questions prior to and after the interview?

- All questions from candidates for administrative and faculty positions should be directed to the Manager of Employment at ext. 3856.

**Collin County Community College District
SEARCH COMMITTEE ATTENDANCE ROSTER
Search Committee Form A**

POSITION: _____

SEARCH COMMITTEE CHAIR: _____ Ext. _____

DATE OF MEETING: _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Collin County Community College District
NON-SELECTION OF CANDIDATES
Search Committee Form B**

POSITION: _____ DEPARTMENT: _____

The Search Committee did not select the candidates listed below for an interview based on the reason(s) identified:

	<u>Candidate Name</u>	<u>Reason</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____

1. Applicant declined/withdrew
2. Limited experience
3. Experience not applicable
4. Education not in a related field
5. Limited education
6. Poor written communication
7. Lack of demonstrated ability in the discipline
8. Lack of supervisory experience (if applicable)
9. Application packet incomplete
10. Other (Specify)

Search Committee Chair Confirmation: _____
Signature Date

Collin County Community College District
INTERVIEW RESPONSE FORM FOR SEARCH COMMITTEE MEMBERS
Search Committee Form C

Applicant's Name:

Position:

Interview Date:

Knowledge of Field:

☐ Less than preferred

☐ Expected

☐ Exceeded Expectations

Experience:

☐ Less than preferred

☐ Expected

☐ Exceeded Expectations

Interview:

☐ Less than preferred

☐ Expected

☐ Exceeded Expectations

OVERALL IMPRESSION:

☐ Less than preferred

☐ Expected

☐ Exceeded Expectations

Strengths / Highlights:

Concerns / Difficulties:

I am attending which interviews for this position? ☐ 1 ☐ 2 ☐ 3 ☐ all

Other: _____

**Collin County Community College District
FINAL SUMMARY OF INTERVIEW RESULTS
Search Committee Form D**

**References will not be completed until this form
has been completed by the search committee chair and
returned to the Manager of Employment in Human Resources**

POSITION: _____ DEPARTMENT: _____

The Search Committee has interviewed and recommends the following two to three individual(s) for further consideration for employment in the identified position with Collin County Community College District.

1. _____
2. _____
3. _____

The Search Committee has interviewed, but does not recommend the candidate(s) listed below for the position based on the reason(s) identified.

1. _____
2. _____
3. _____
4. _____
5. _____

1. Applicant declined/withdrew. (List reason provided by the applicant.)
2. Applicant accepted another position.
3. Ineffective oral communication.
4. Teaching presentation
 - a. Unprepared (lacked preparation)
 - b. Methodology was inappropriate
 - c. Inaccurate information presented.
 - d. Did not demonstrate an in-depth knowledge of the subject matter.
5. Other (Specify) _____

Search Committee Chair Confirmation: _____
Signature Date