

Faculty Committee Chair Guidelines

{Position Title}

Task	Date Sent to HR	Date Completed
1. Submit personnel requisition in Portal	n/a	
2. Select committee members including EEO rep		
3. Committee training	HR will track	
4. Organizational meeting (all members must participate)	n/a	
5. Establish timeline	n/a	
6. Screening criteria		
7. Interview questions		
8. Writing exercise (<i>optional</i>)		
9. Teaching demo or presentation (<i>optional</i>)		
10. Test (<i>optional</i>)		
11. Finalize screening criteria, interview questions, etc., and send to HR for approval		
12. “Organizational Meeting Checklist” complete and send to HR		
13. Committee meeting to select interview candidates	n/a	
14. Committee interviews	n/a	
15. Final interviews	will be coordinated by HR Tech with President’s assistant	

- Personnel requisition** – Should have been submitted through Portal prior to posting job announcement. If it has not been submitted already, please ask your dean’s administrative assistant to submit the req.
- Select committee members including EEO representative** – Committee composition for faculty recruitments must be approved by the Academic Senate President and HR Manager. One member of the committee must be designated and trained as the Equal Employment Opportunity (EEO) representative. This individual must be someone who does not report to the Dean who is on the committee.

The majority of the committee shall be comprised of faculty, with at least four faculty members, tenured if available. Each committee will be comprised of:

- department chair (if any) or discipline lead
- at least three other faculty members
- first line administrator
- EEO Rep (does not report to the dean who’s on the committee)

Approved Committee (___ people):

- Committee training** – All committee members will receive an email from Human Resources that includes a link to a brief video training and instructions on accessing other relevant training resources through Academic Impressions. Committee members will complete the training independently and notify their HR technician once complete. This training should be completed prior to the committee’s first meeting.

4. **Organizational meeting** – Bring the “Organizational Meeting Checklist” to the meeting. Ask committee members to bring their calendars. All committee members must participate.

Agenda for organizational meeting should include:

- determine additional meeting dates and times, including date/time to select interview candidates, and if applicable, the date/time of the additional meeting if doing rotational reading.
 - determine interview dates and times;
 - discuss screening criteria and interview questions;
 - discuss optional activities for interview candidates, e.g., writing exercise, teaching demo or presentation, test.
5. **Establish Timeline** – Share the tentative timeline below with the committee and decide on actual dates for the committee’s activities.

TENTATIVE TIMELINE	
ACTIVITY	DATE
Closing Date (or First Screening date)	
HR screens	
Committee screens*	_____ (1st round rotational reading)
	_____ (2nd round rotational reading, if needed)
Committee selects interview candidates	
Committee interviews	week of _____ (3 weeks after selecting interview candidates)
Preliminary reference checks on all finalists	before final interviews take place
Final interviews with president, VP, dean, and hiring committee chair	about one week after committee interviews (scheduled by HR through president’s assistant)

***Note:** The actual length of time needed by the committee to screen applications or do rotational reading is up to the committee and can be shortened or lengthened. The dates for committee interviews will be adjusted accordingly -- HR prefers interviews to be held 3 weeks after the committee selects interview candidates (to allow for processing of equivalencies).

Important Dates (Sp. 2021):

- Feb. 12 & 15: Lincoln & Washington’s Birthdays
- Mar. 22-26: Spring Break
- May 28: Commencement
- May 31: Memorial Day

6. **Screening Criteria Form** – One form to be completed by every committee member for every applicant. Criteria must be based on information in the job announcement and may include minimum qualifications, desirable qualifications, representative duties, quality of application materials (cover letter, etc.), and instructions to the applicant. Screening criteria must be approved by HR before applications can be released to the committee.

IMPORTANT: The screening criteria form **must** include the **rubric** below, used to evaluate each applicant’s “EEO/Diversity Statement.”

EEO/Diversity Statement Prompt: Please reflect on *two* or *three* examples of how you have or would create, modify, and/or perform one or more of the following to meet the needs of a diverse student population: (1) curricula; (2) learning activities; (3) teaching/counseling practices; (4) library reference services or collection development; (5) literary efforts (e.g., original scholarly works); or (6) budgetary or planning processes.

Rubric	<input type="checkbox"/> No or Minimal Evidence (0)	<input type="checkbox"/> Partial Evidence (1)	<input type="checkbox"/> Complete Evidence (3)
Behavior and Knowledge Related to College's Goals for Diversity, Equity, and Inclusion	Candidate only provides one or less examples. Candidate does not demonstrate an awareness of skills necessary to contribute to fulfilling the college's goals for diversity, equity, and inclusion.	Candidate only provides one or two examples. Candidate shows an awareness of skills necessary to contribute to fulfilling the college's goals for diversity, equity and inclusion. AND/OR Candidate shows a readiness for skills necessary to contribute to fulfilling the college's goals for diversity, equity and inclusion.	Candidate gives two or three concrete examples of times when they used skills or how they would use skills that would be necessary to fulfill the college's goals for diversity, equity and inclusion. For each example, the candidate includes reflections on why the changes were made or would be made.

7. **Interview questions** – Interview questions must include a diversity question and a question pertaining to collegial/shared governance. The number of questions and how much time candidates are given to respond to the questions will be determined by the committee. Questions should help the committee to evaluate each candidate's knowledge, skills, and abilities (KSA's). Interview questions must be approved by HR before applications can be released to the committee.

Committee should discuss "model" responses to questions to assure all committee members know what would be an appropriate response.
8. **Writing exercise (optional)** – Given to interview candidates to determine ability to communicate effectively in writing and/or to determine their subject-matter knowledge. Topic and length of time is determined by committee members, and must be submitted to and approved by HR prior to applications being released to committee.
9. **Teaching demo or presentation (optional)** – Topic, instructions, length of time, and use of technology/equipment is determined by committee members, and must be approved by HR before applications can be released to the committee.
10. **Test (optional)** – A test may be given to interview candidates to determine subject-matter knowledge and/or ability to perform duties of position. Instructions, length of time, and use of technology/equipment is determined by committee members, and must be approved by HR before applications can be released to the committee.
11. **Finalize screening criteria, interview questions, writing exercise, teaching demo/presentation, test** – Finalizing these documents can be done with the committee in person/online or by email. **All documents associated with the interview process must be submitted to HR for approval before applications will be released to committee for screening.**
12. **"Organizational Meeting Checklist"** – Committee chair should complete the checklist and send it to the HR technician.
13. **Committee meeting to select interview candidates** – After completing screening of all applications, committee will meet to discuss applications and select interview candidates. All committee members must attend this meeting. Names of selected candidates will be given to HR technician who will schedule interviews.

IMPORTANT: In accordance with the Associate Faculty Collective Bargaining Agreement, Article 10, the committee must interview those associate faculty members from the list of applicants who are considered among the top ten (10) applicants by the committee. Example: the committee selects 7 applicants to interview; a current associate faculty member is ranked #9 out of the top 10 applicants; that associate faculty member must also be interviewed.

14. **Committee interviews** – If interviews are scheduled for more than one day, they should be scheduled on consecutive days, if possible. Committee will deliberate at the conclusion of all interviews to select finalists.
15. **Final interviews** – Conducted by the president, vice president, dean, and hiring committee chair. Interview dates and times will be scheduled by HR through the president's assistant.