Search Committee Training
Training Objectives

• Following participation in Search Committee Training, participants will:
  
  • Understand the roles & responsibilities of the search committee chair, members and additional process participants
  
  • Be familiar with search committee procedures and applicable employment laws
  
  • Know what search documentation is required at each step of the search process.
Agenda

- What is a Search Committee?
- Roles & Responsibilities
- Advertising of Positions
- Ranking Grids
- Interview Questions
- Review of Applicants in CougarHR System
- Conducting Interviews
- Recommendation to Hire
- Required Documentation
- Background and Reference Checks
- Approvals
- Notifications
- FAQs
What is a Faculty Search Committee?

An appointed group of individuals whose purpose is to:

- Review application materials for full-time faculty positions
- Identify qualified candidates for preliminary and/or on-campus interviews
- Identify the top finalist candidates for potential employment
- Complete required documentation throughout the candidate screening and interview process
Search Committee Participants

- Deans
- Committee Chairs
- Committee Members
- VP/Provosts
- Senior Vice President
- Departmental Support Staff
- HR Consultants
- President
- Board of Trustees
## Search Committee Member Roles

### Committee Chair
- Provides leadership to its members
- Ensures college procedures and employment laws are followed
- Schedules meetings
- Responsible for ensuring all search committee documentation is submitted and approved
- Consults with Dean and HR throughout the search process

### Committee Members
- Discuss, develop and recommend criteria for ranking applicants
- Review application materials
- Assist Search Committee Chair
- Recommend candidates for interviews
- Participate in all interviews
- Evaluate candidates and participate in making hiring recommendations
Campus Transfer Postings

- Posted for 1 week in CougarHR system
- Provides opportunity for full-time faculty to request a campus/division transfer before position is opened externally
- Only disciplines with multiple deans/divisions are posted
- Only regular full-time faculty who are on multi-year contracts at the time the positions are posted may apply for a campus transfer
- After campus transfers are identified, the resulting openings are posted externally, at which time temporary, associate faculty and external applicants may apply
External and 3rd Party Postings

• Posted on Collin College website minimum of 2 weeks
• Dean notifies HR Consultant when to close/remove from web
• Posted with 3rd party publications/websites as recommended by Dean and approved by HR such as:
  • The Chronicle of Higher Education
  • Higheredjobs.com
  • Diverse Issues in Higher Education
  • Hispanic Outlook
  • HERC
  • Other industry-specific sources
Search Committee Grid & Documentation Workbook

- New Search Committee Grid & Forms are organized into one Excel workbook consisting the following worksheet tabs:

  Tab 1: Search Committee Process
  Tab 2: General Guidelines
  Tab 3: Interview Questions
  Tab 4: Ranking Grid
  Tab 5: Interview Grid
  Tab 6: Summary Grid – Final Results & Recommendations
  Tab 7: Associate Faculty Not Interviewed List

- ALL search committee documentation will be submitted using the workbook
- Previously used search committee forms are no longer used
- New Grid will be used as a PILOT for the Fall 2012 searches.
Applicant Ranking Grid

- **Purpose of Ranking Grid**
  - Objective, consistent method of identifying top candidates
  - Justifiable documentation to support hiring decision

- **Grid Points**
  - Points should be utilized and weighted based on preferred qualifications and relative importance of each criterion

- **Grid Criteria**
  - Established by the committee and approved by Dean and HR prior to review of application materials
  - Based on job description, knowledge, skills, abilities and needs of dept.
  - Must be **SPECIFIC, MEASURABLE & JOB-RELATED**
Applicant Ranking Grid Do’s & Don’t’s

- **DO** ensure your grid criteria includes minimum job qualifications and disqualifies applicants who do not meet the minimum qualifications

- **DO** determine the importance of each criterion and weigh your points accordingly

- **DO** put careful consideration into what qualifications the ideal candidate should possess

- **DON’T** include criteria that cannot be measured when reviewing application materials

- **DON’T** include criteria that could be viewed as subjective

- **DON’T** award or deny points for information that is not included on the ranking grid
Developing Interview Questions

- Search Committee establishes job-related questions to be asked at the interviews

- Questions are submitted to Dean and HR for approval in advance of reviewing applicants and scheduling interviews
  - Interview questions are submitted on the ‘Interview Questions’ workbook tab

- Behavioral, open-ended questions are especially helpful and are recommended

- If Dean will meet with candidates individually, those interview questions should also be reviewed and approved by HR in advance of the interviews
Interview Question Do’s & Don’t’s

- **DO** describe the essential job functions and ask if candidates will be able to meet them
- **DO** ask job-related questions that determine if the candidate has the necessary/preferred knowledge and skills to do the job
- **DO** make sure candidates meet or exceed minimum qualifications for the job

- **DON’T** ask questions that may potentially indicate discrimination against certain individuals, even if that is not your intent
- **DON’T** ask questions about age, current/future marital or parental status, religion, race, citizenship or national origin, disability or veteran status, etc.
Sample Interview Questions

- Why are you interested in teaching at a community college rather than at a four-year college, and in particular, why are you interested in teaching at Collin College?
- What are your career objectives, and how does this position meet your objectives?
- How would you describe your teaching style (question/answer, lecture, group discovery) and grading style?
- How do you integrate technology into the classroom?
- What efforts have you made to facilitate student success, motivate students and improve retention?
- How do you deal with academic diversity in the classroom?
- How would you handle a situation involving a disruptive student during class?
- If you could pick your ideal teaching schedule, what courses would you choose?
- What is your perception of the typical community college student?
Sample Interview Questions (cont.)

- What teaching methods do you find work best for you in the classroom?
- What do you believe is the appropriate role of technology in the classroom and how do you use technology in the classroom?
- What methods do you use to evaluate and/or assess your students?
- Please address the following situation: A student is consistently dominating class discussion. Several students in your class have come to you complaining that this individual’s behavior prevents them from participating in the class. How do you manage the conflict?
- Reflecting on your teaching experience, what was one of your most significant teaching moments?
- Based on your student evaluations, what would students say about your class and have any student comments been significant enough to inspire a change in your teaching style?
- As a teacher and member of a college community, what would you consider to be your greatest strengths and weaknesses?
- Are there any questions you have of the search committee?
Reviewing and Scoring Applicants

• Prior to reviewing applications, Chair fills in committee-developed points and ranking criteria on Workbook Template and sends grid to committee members to begin their review of applicants

• Individual Ranking Grids
  • Completed on ALL applicants by EACH committee member
  • Information not included on ranking grid or not included in application materials MAY NOT be used during the application ranking process

• Summary Ranking Grid
  • Compilation of all individual ranking grids (Completed by Committee Chair and sent to Dean and HR for approval)
  • Identifies and recommends top scoring candidates to be interviewed
    Committee may choose to request additional information from top ranking candidates (contact HR to request info from the candidates)
Scheduling Interviews

- PRIOR to scheduling interviews the following documentation must be submitted and approved by the Dean and HR.
  - Interview Questions
  - Summary and Individual Ranking Grid Worksheets
  - Interview Grid Points Added
  - List of Associate Faculty Not Interviewed

- Committee, with Dean’s approval, determines a teaching topic to be presented by interviewees

- Chair coordinates interviews and any necessary equipment or accommodations the presenters will need
Conducting Interviews

• Interview Guidelines
  • Preliminary interviews of top-ranking candidates may be conducted by phone
  • All interviews must be conducted in same format
  • All committee members must be in attendance for each interview
  • Ask only pre-approved, job-related interview questions

• Deans should provide the following information to all interviewees:
  • Overview of the position (contract dates, hours, expectations, etc.)
  • Copy of the Job Description
  • Current Faculty Hiring Salary Calculation Guidelines chart
    (Do not quote specific salary – Contact HR if candidate would like additional salary info)
Recommendation to Hire

- Search Committee Chair ensures all worksheets in the Search Committee Workbook are complete and submitted to Dean and HR
  - Interview Questions
  - Ranking Grid (Summary and individual ranking grids)
  - Interview Grid (Summary and individual interview grids)
  - Associate Faculty Not Interviewed List
  - Final Summary Grid - Results & Recommendations

- Recommended candidates are reviewed by Dean
  - Dean submits final recommended candidate to HR for criminal background check
Background & Reference Checks

- HR runs applicable criminal background checks and notifies Dean if candidate is employable
  - Candidates who are not recommended for employment receive written notification from HR

- Dean checks employment reference following favorable outcome of criminal background check
  - Dean may also consider other available information (as deemed appropriate) during the reference check process

- Candidates recommended by the committee may not necessarily be offered employment due to various factors and/or information not available to the committee.
CougarHR Offer Approval Steps

1. **DEAN** changes finalist candidate’s status to “Initiate Offer/Approvals”
2. **HR** calculates hiring salary and submits offer letter for approvals in CougarHR (*AFTER ALL documentation in the Search Committee Workbook has been completed and received by HR*)
3. **VP/P** reviews candidate and approves offer via CougarHR email
4. **SR. VP** reviews candidate and approves offer via CougarHR email
5. **DEAN** extends oral offer upon receipt of CougarHR email
   - *AFTER* candidate verbally accepts, Dean approves offer via CougarHR, which will automatically release the offer letter to the candidate
6. **CANDIDATE** accepts offer electronically via CougarHR
New Hire Notifications

- **HR Consultant**
  - Prepares documentation for final Board approval
  - Sends faculty contracts out AFTER Board approval
  - Initiates payroll set up and notifies Help Desk of new hire
  - Dispenses remaining applicants, designates the position as filled and sends non-selection letters to applicants who were not selected

- **Dean**
  - Contacts candidates who were interviewed, but not selected to inform them the position has been filled
  - Completes the IT Checklist
    - A link to the checklist will be sent via email from the HR Consultant.
**FAQ’s**

- **Q.** May the Search Committee contact a colleague from an applicant’s former or current university or college to get input about the candidate?

  - **A.** No, as we do not want to jeopardize the person’s current position. References should only be checked by the Dean.
FAQ’s

Q. Some applicants have trouble attaching their transcripts to the application. May they still apply?

A. Yes. Ask them to email their transcripts to Vicki York, HR Specialist, at vyork@collin.edu and she will scan and attach the transcripts to the application. Candidates who do not submit transcripts may not be considered until such information is received.
FAQ’s

• Q. May the Search Committee consider information found on the Internet as part of the selection process?

• A. No. Information found on the Internet, such as social networking sites, may only be used by the Deans as part of their consideration in the background/reference check process. Deans must consider the source of the information and ensure they have complete information; questions about use of this information should be referred to HR prior to its use.
FAQ’s

• Q. May students attend the presentations by the candidates, or may the candidates teach the first 15 minutes of a current class as their presentation?

• A. No.
FAQ’s

Q. How do we confirm that an applicant’s education is from a regionally accredited college if we do not recognize the college’s name?

A. Consult the Higher Education Directory. The deans should have one available, or check this web site: http://www.chea.org. If in doubt, contact HR.
FAQs

Q. May the Search Committee use phone interviews for the first round of interviewing candidates?

A. Yes, especially for those candidates who may be out of state/country. However, be sure to follow the specifics listed in the guidelines to ensure equitable treatment of all candidates.
FAQs

• Q. What about applicants who received their degree from a country other than the United States, or who have a transcript in a language other than English?

• A. Foreign transcripts must be evaluated/translated by a NACES member evaluation agency in order to determine the U.S. equivalency PRIOR to being considered during the search committee screening process. See Official Transcript Guidelines document posted on the HR website.
Accessing CougarHR

Logging in

- Go to http://jobs.collin.edu
- Log in using your regular Novell username and password

Viewing Requisitions /Postings

> Jobs > Manage Requisitions

Click on the hyperlinked number under the ‘New Applicants’ column to see the list of applicants

Navigating CougarHR

Viewing Applications

Click on the applicant’s hyperlinked name to view his/her resume dashboard

Resume Dashboard Tabs:

- **Application Profile Tab:** Contains Application & Resume/CV
- **Information Tab:** Contains Cover Letter, Formatted Resume/CV, Transcripts, Other Attachments
Helpful Hints

• **Transcripts**
  - Only applicants who provide transcripts may be considered. If an applicant did not attach transcripts, contact your HR Consultant. All applicants must be treated equally.

• **Internal vs. External Applicants**
  - Not all active employees are loaded into CougarHR system as internal applicants so committee still needs to review each application and **keep a list of names of current Collin Associate Faculty**

• **Screening Questionnaires**
  - Screening column will indicate a screening score based on how applicant answered screening questions.
  - Click on the hyperlinked score to see applicant’s answers to screening questions
  - Designed as a tool to help identify minimum and preferred qualifications; however, applicants who screen through may not always meet minimum qualifications, so always review applications carefully!