

# Collin County Community College District Faculty Search Committee Guidelines

## I. What is a Search Committee?

A Search Committee is an appointed group of individuals whose purpose is to:

- review application materials for a particular faculty position;
- select qualified (generally three to four) candidates for preliminary and/or campus interviews;
- after interviews have been conducted, identify the top finalist candidates for potential employment; and
- complete required documentation of the candidate screening and interview process.

## II. What is a 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. *Search Committee Chair responsibilities outlined in Section V. below.*

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.

## III. What is a Search Committee Member?

The Search Committee Members review application materials, assist the Search Committee Chair, participate in interviews, and evaluate candidates for a specified position. *Search Committee Member responsibilities outlined in Section V. below.*

## IV. How is a Search Committee formed and who should serve on a Search Committee?

**Faculty Hires.** Upon receiving formal notification of approval for a faculty hire, the Dean of the Division promptly notifies all faculty members within the district-wide academic discipline and requests that faculty interested in serving on the Search Committee submit such desire in writing. The Dean will appoint interested faculty in the discipline to the Search Committee and will appoint a Search Committee Chair. The Dean will strive for balance and representation across the District where applicable. The appointed Search Committee members will meet or confer electronically and recommend up to two additional faculty members either within or outside of the discipline so that the group is diverse and includes individuals from both within and outside the discipline. The Dean will review the

final faculty recommendations for search committee membership and submit his/her recommendation to the VP/Provost for approval. The VP/Provost makes the final decision regarding faculty search committee membership. The faculty members within the district-wide academic discipline will be informed of the search committee membership in a timely manner. The approved search committee membership must be forwarded to Human Resources, by the Dean, for PATH access privileges.

**Conflict of Interest.** Search Committee Members should not be related to, or be engaged in business ventures with persons who are applicants for the vacant position. A committee member having a relationship with a candidate that creates a conflict of interest, or creates the appearance of a conflict of interest, may not be a member of the Search Committee. If any Search Committee Member knows or learns of any conflict of interest, s/he must inform the search Committee. Upon learning of any conflict of interest, the Search Committee Chair should discuss the matter with the appropriate administrator.

An individual who accepts appointment to a Search Committee cannot become a candidate for the posted position unless the position is closed and then reopened with a new Search Committee.

## **V. What are the Search Committee Hiring Procedures?**

Individuals in the following positions work together to complete the search committee process for faculty and administrators:

- Deans
- Departmental Support Staff
- Human Resources
- Leadership Team Member
- President
- Search Committee Chair
- Search Committee Members
- VP/Provost

**Job Description/Posting.** The Dean drafts and/or reviews the job description, obtains approval from the VP/Provost and submits any recommended changes to Compensation. The Dean coordinates the posting of the position in PATH with Human Resources.

**Search Committee Chair.** The Dean appoints the Search Committee Chair after identifying district-wide academic discipline faculty interested in serving on the Search Committee. The Chair will generally be in the discipline and on the campus where the new faculty member will be located. The Search Committee

Chair schedules meetings, designates a secretary to keep minutes and completes a roster for recording Search Committee attendance at each meeting (Form A).

### **Search Committee Members**

The search committee members discuss, develop and recommend criteria for ranking all applicants for the position, recommend candidates to be interviewed, participate in all interviews, and complete Forms C and D (described below) making hiring recommendations to the Dean.

**Ranking Criteria.** The Search Committee Chair and the Search Committee Members, prepare ranking criteria based on the job description, knowledge, skills and abilities, and the needs of the department. The criteria must be reviewed and approved by the Dean. The approved ranking criteria must be established and submitted to Human Resources prior to the review of applications.

The Search Committee Chair and Search Committee Members review all application materials submitted through PATH, and rank applicants in accordance with approved ranking criteria. Each Search Committee Member and the Search Committee Chair must individually complete ranking criteria for each applicant.

**Review Applications and Applicant Material:** Search Committee Members can view all applications and applicant materials in PATH, such as curriculum vitae, cover letters, transcripts, etc. Note: Search committee members are expected to maintain confidentiality throughout the process.

**Request Additional Information from Candidates.** Following the initial ranking of candidates into tiers (e.g. Tier 1: top candidates most likely to be invited to interview; Tier 2: next group, etc.), the Committee may request additional information from the Tier 1 candidates such as copies of student evaluations, letters of recommendation, sample syllabus, teaching philosophy, etc. Upon receiving and evaluating this data, the Committee makes its selection of those candidates who will be offered an interview. *(This process is coordinated within the division).* If additional information is not requested, the Search Committee recommends candidates to be interviewed on campus to the Dean.

**Candidates Not Selected for Interview.** The reasons for non-selection must be documented in PATH by the Search Committee. Individual and summary ranking sheets must be forwarded to Human Resources, along with a list of Collin associate faculty members who are not invited for interviews. Collin associate faculty members or employees not selected will receive a personal notification from Human Resources.

Note: The reasons for non-selection must be documented in PATH by the Search Committee.

**Establish Job-Related Questions.** The Search Committee Chair and the Search Committee Members establish job-related questions to be asked at the interview(s). These are submitted to Human Resources, in advance of interviews, for review and approval to ensure that questions are job-related and legally defensible. Behavioral questions are especially helpful and are recommended. *(Sample questions are outlined in the attached appendix).*

**Interviews.** The number of final candidates to be interviewed is proposed by the Search Committee for review and approval by the Dean. For faculty positions, the Search Committee, with the Dean's approval, determine a teaching topic to be presented by the finalist candidates. (Generally three to four candidates are invited to interview per opened position). Interviews are scheduled by the Search Committee Chair, or his/her designee in coordination with the Dean.

Preliminary interviews may be conducted by telephone. If preliminary telephone interviews are conducted, and all Search Committee Members are not able to participate in the interview, the Search Committee must ask the candidate for their permission to tape the interview. The question and answer must be recorded on the tape. If the candidate does not authorize the recording, he/she may not be considered to proceed with the interview process. All interviews must be conducted in the same format.

Prior to scheduling the on-campus interviews, the Search Committee may elect to have the search committee interviews and teaching presentations of the final candidates video taped. Each candidate must be notified of such taping prior to scheduling the interview and queried to obtain permission for the taping. If the candidate does not authorize the video taping, he/she may not be considered a finalist to proceed with the interview process. *(Any video tapes or other records created in the search committee and interview process must be returned to Human Resources upon completion of the process).*

The Search Committee Chair or designated departmental staff member contacts the final candidates to coordinate the interview schedules based on availability of the Search Committee and Dean. Additional departmental requests, inclusive of tours of labs, facilities, campuses, etc. are coordinated at this time.

Faculty and Administrators not serving on the Search Committee may attend the faculty Search Committee session portion of the interviews and provide verbal input to the committee at the conclusion of the interview and teaching presentation. *(Note: The identity of a candidate may not be announced prior to the interview session).*

**Lunch/Dinner with Candidates.** If the Search Committee extends an offer to have lunch/dinner with the candidates, the offer must be extended to all candidates. In the event the offer is extended, but declined by one or more

candidates, the Search Committee may continue to extend the offer to the remaining candidates. Lunch/dinner expenses for the candidate only will be covered by the department .

**Reimbursement for Airfare/Mileage.** The College, through the Human Resources budget, will reimburse up to \$200 toward coach air fare or mileage for finalist applicants who live outside the Dallas Metroplex and travel at least 200 miles roundtrip to interview on campus. (The College does not reimburse hotel or rental car expenses). Receipts should be forwarded to Kari Kimbrough in HR for processing.

## **VI. How does the Hiring Process end?**

1. Recommendation: The Search Committee Members conduct the interviews and complete Form C (Interview Response for Search Committee members) and Form D (Final Summary of Interview Results). Form D identifies candidate(s) recommended for hire. Candidate recommendation, (per Form D), must be forwarded to the Dean(s) for approval.
2. Background Check: If approved, the Dean forwards the request to Human Resources for completion of the criminal background check on the identified candidate(s).
3. Reference Check: Following completion of the background check, the Dean conducts the reference checks.
4. VP and President Approvals: If reference check details are satisfactory, the Dean forwards the request for approval of candidate(s) to VP/Provost with Form C, and reference check information. The VP/Provost forwards the recommendation for hire to the President for approval.
5. Extending the Offer: After obtaining the required approvals, the Dean contacts the candidate to extend an offer, **which is contingent upon Board approval.**
6. PATH Update: Once the offer is accepted, details are updated in PATH.
7. Notifications: The Dean contacts via telephone those candidates that were interviewed but not hired following the selected candidate's acceptance of the offer.

Note: The Deans must be apprised of and approve each function throughout the interview process.

**Appendix:**

- A. Sample Interview questions
- B. Sample Grids
- C. Sample Reference check questions
- D. Forms
  - 1. Search Committee Attendance Roster and Minutes Form A
  - 2. Non-Selection of Candidates. Formerly Form B (now completed on-line in PATH)
  - 3. Interview Response for Search Committee Members. Form C
  - 4. Final Summary of Interview Results. Form D

## **A. Sample Interview Questions:**

1. 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 County Community College?
2. What are your career objectives, and how does this position meet your objectives?
3. How would you describe your teaching style (question/answer, lecture, group discovery) and grading style?
4. How do you integrate technology into the classroom?
5. What efforts have you made to facilitate student success, motivate students and improve retention?
6. How do you deal with academic diversity in the classroom?
7. How would you handle a situation involving a disruptive student during class?
8. If you could pick your ideal teaching schedule, what courses would you choose?
9. What is your perception of the typical community college student?
10. What teaching methods do you find work best for you in the classroom?
11. What do you believe is the appropriate role of technology in the classroom and do you technology in the classroom?
12. What methods do you use to evaluate and/or assess your students?
13. 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?
14. Reflecting on your teaching experience, what was one of your most significant teaching moments?
15. Based on your student evaluations, what would students say about your class and has any student comments been significant enough to inspire a change in your teaching style?
16. As a teacher and member of a college community, what would you consider to be your greatest strengths and weaknesses?
17. Are there any questions you have of the search committee?

## B. Sample Grids

### PSYCHOLOGY SEARCH COMMITTEE GRID

<b>Credentials</b>	<b>0-5 Points (Maximum Number of Points=17)</b>
Ph.D. in non-Counseling Psych field	5
MS/MA in non-Counseling Psych field plus additional graduate hours in non-Counseling Psych field beyond MS/MA and/or ABD	4
MS/MA in non-Counseling Psych field	3
MS/MA in Counseling or non-Psych degree with at least 18 graduate hours in non-Counseling Psych field	1
<b>Teaching Experience</b>	<b>0-5 Points</b>
University or Community College teaching (applicant is responsible for content, design and teaching of at least one face-to-face course)	5
Any Academic Teaching (while in graduate school including TA positions and distance learning)	3
Any teaching (high school, continuing ed)	1
<b>Activity in Discipline*</b>	<b>0-3 Points</b>
Publication (academic journals, book reviews, book chapters)	3
Attend Conference and any of the suggested activities	2
Any one of the suggested activities	1
*Attending conferences, professional development, presentations, publications, professional organizational memberships	
<b>College/Community Service*</b>	<b>0-2 Points</b>
Involvement on College committee/volunteer work	2
Community involvement/volunteer work	1
*This could include college and/or community service committee, board or organization member and volunteer work.	
<b>Cover Letter</b>	<b>0-2 Points</b>
Clearly written, well articulated	2
General cover letter included	1

## GOVERNMENT SEARCH COMMITTEE GRID

<b>Credentials</b>	<b>0-5 Points (Maximum Number of Points=17)</b>
Ph.D.	5
MS/MA additional graduate hours beyond MS/MA and/or ABD in field and *experience	4
MS/MA additional graduate hours in field beyond MS/MA and/or ABD	3
MS/MA in field	2
MS/MA with at least 18 graduate hours in field	1
*Work experience in government related field (e.g., Dept of Labor)	
<b>Teaching Experience*</b>	<b>0-5 Points</b>
University and Community College	5
University, or Community College and/or High School	4
Community College	3
Any Academic Teaching (while in graduate school)	2
Any teaching (high school, continuing ed)	1
*Includes Teaching Assistant and stand alone experience in classroom	
<b>Activity in Discipline*</b>	<b>0-3 Points</b>
Presentation, Publication	3
Attend Conference and any of the suggested activities	2
<b>One of any of the suggested activities</b>	1
*Attending conferences, professional development, presentations, publications, professional organizational memberships	
<b>College/Community Service*</b>	<b>0-2 Points</b>
Involvement on College committee/volunteer work	2
Community or High School committee/volunteer work	1
*This could include college and/or community service committee, board or organization member and volunteer work.	
<b>Cover Letter/Teaching Philosophy*</b>	<b>0-2 Points</b>
Goals and philosophy	2
Teaching philosophy	1
*Quality writing required	

### **C. Sample Reference Check Questions**

Name has applied for the position of Professor, \_\_\_\_\_ and has provided your name (e-mail address) as a reference. Would you please take a few minutes to answer the following questions? Thank you in advance for taking the time to answer these questions.

1. How would you rate (name) knowledge/ability in discipline?
2. How prepared was (name)?
3. What can you tell me about your evaluations of (name)?
4. What can you tell me about student evaluations?
5. What strengths did he/she bring to the department?
6. What would be an area that needs improvement?
7. What can you tell me about he/she relates to students?
8. How does he/she work along with faculty?
9. Has (name) participated in any college sponsored organizations, committees, etc.
10. What classes was (name) responsible for teaching?
11. Is there any additional information that you can provide to me?

**D. Forms**

**1. Search Committee Attendance Roster and Minutes**

**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.

**2. Non-Selection of Candidates. Formerly Form B (now completed on-line in PATH)**

3. Interview Response for Search Committee Members.

County Community College District  
INTERVIEW RESPONSE FORM FOR SEARCH COMMITTEE MEMBERS

Search Committee Form C

Applicant's Name:

Position:

Interview Date:

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***Knowledge of Field:***

Less than preferred  Expected  Exceeded Expectations

***Experience:***

Less than preferred Expectations  Expected  Exceeded

***Interview:***

Less than preferred Expectations  Expected  Exceeded

**OVERALL IMPRESSION:**

Less than preferred Expectations  Expected  Exceeded

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***Strengths / Highlights:***

***Concerns / Difficulties:***

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

**Final Summary of Interview Results.**

**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