

Procedure IV.4003.A.b, Screening Committee

Associated Policy

Policy IV.4003.A, Filling Vacancies

Procedures

This procedure specifies the process for forming screening committees and identifies the responsibilities for its members.

A. Forming a Screening Committee

The Employment Selection and Hiring Guiding Principles are provided to familiarize hiring leaders and screening committees with the College's position in reference to the hiring process. The guiding principles are located on the Human Resources page of the College website.

Employment Selection and Hiring Guiding Principles:

For faculty searches, members within the discipline will meet and select a committee of four to six diverse members with an academic background and/or expertise relevant to the teaching field will be selected to serve. This committee will be recommended to the appropriate dean, who will either accept the faculty recommendation or submit revisions to the appropriate provost for consideration and the final decision regarding faculty screening committee membership.

For administrative and staff searches, screening committees are appointed by the appropriate hiring leader. The committee should represent a diverse group of individuals with academic backgrounds and/or expertise relevant to the administrative area.

The screening committee should be made up of individuals who demonstrate a consistent commitment to the College's core values.

Screening committee members should not be related to or be engaged in business ventures with persons who apply for the vacant position. A committee member who has a relationship with a candidate, creating or giving the appearance of a conflict of interest, will not be a member of the screening committee. It is incumbent upon a screening 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 screening committee cannot become a candidate for the posted position.

B. Responsibilities of the Screening Committee Chair

- The screening committee chair provides guidance to committee members and ensures that the appropriate college procedures, as well as state and federal laws, are followed.
- The chair keeps the appropriate leadership chain and the Human Resources Department apprised of the status of the selection process.
- The chair may designate other members of the screening committee as “Reviewers/Interviewers.” They have the ability to review applications and make recommendations about a pool of applicants. The chair should make all status changes and record any comments in the Applicant Tracking System (ATS).
- The chair will schedule meetings and maintain attendance records for each meeting.
- The chair, with assistance from the committee members, documents reasons (Final Dispositions in the ATS) for applicants that are not selected to continue in the interview process.
- The chair, with assistance from the committee members, establishes job-related questions to be asked during the interview process. Additionally, Human Resources makes available tools that can aid in the creation of questions for competencies related to the position.
- The chair or his/her designee schedules interviews with local applicants. Human Resources will provide guidance for scheduling interviews for those candidates who are not local.
- Telephone interviews may be used as a screening tool for large pools of applicants.
- For full-time teaching positions, the chair, with assistance from the screening committee members, determines a teaching topic to be presented by the finalists.
- The chair presents screening committee recommendations to the appropriate leadership for further interview or consideration.
- The chair or designee conducts reference checks on the final candidate selected.
- The chair, with assistance from the committee members, completes required documentation of the screening and interview process.
- The chair collects and returns all applicable credentialing and hiring forms to Human Resources.

The Hiring Leader Checklist is provided as a tool to aid in the adherence to this process. The checklist is located on the Human Resources page of the College website.

C. Responsibilities of Screening Committee Members

- Members attend meetings scheduled by the screening committee chair.
- Members review application materials of all qualified applicants in the applicant pool and assist the screening committee chair in completing all required documentation of the screening and interview process.
- Members assist the screening committee chair in preparing questions for 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. They will complete and submit to the chair a summary for each candidate interviewed providing summary of the interview.
- Members participate in a meeting at the conclusion of the interview process to formulate a recommendation of the top candidates to be submitted to the respective leadership team.

The Recruitment Process Efficiencies Gantt chart is provided as a reference to aid in completing the hiring process as efficiently as possible. The chart is located on the Human Resources page of the College website.

D. Multiple-Campus Hiring

The following process will only be necessary for positions with multiple campus designations. The provosts will be responsible for facilitating this process for positions under their leadership.

In the case that more than one campus is hiring for the same position, representatives from each campus must cooperate to create a preliminary screening committee consisting of members from the different campuses. In order for all committee members to be able to screen applicants in the ATS, the preliminary screening committee will need to designate a hiring leader, who will in turn designate Reviewers/Interviewers (other members of the search committee). This will allow all members of the search committee access to the applications and attached documents. Only the hiring leader can designate the status change “finalist” for the applicants in the ATS. Once the preliminary screening is completed, then further screening, interviewing, and hiring can be completed on the individual campuses as described below.

Definitions

Screening committee: is an appointed group of individuals whose purpose is to: review application materials for candidates within the Applicant Tracking System (ATS), may select qualified candidates for interviews, identify the most qualified candidates for each position, and complete required documentation of the screening and interview process.

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