

3.2.5 Guidelines for VHCC Search Committees for Faculty (Administrative and Teaching) Positions

TASK	PERSON(S) RESPONSIBLE	REQUIRED DOCUMENTATION	TIMEFRAME
<p>Determine membership of the search committee.</p> <p>Membership of the search committee should include a minimum of seven (7) individuals. These individuals should be selected to represent a broad spectrum of the various divisions/constituencies of the College. This generally would encompass representation from each of the following categories: the three academic areas (Business, Humanities, & Social Sciences; Science & Engineering Technologies; Nursing & Allied Health), classified staff, administration, minorities, and students. A search committee may include representation from other agencies, if deemed appropriate by the nature of the position and approved by the President. An example would be a position that encompasses a partnership between the College and the regional high schools, i.e., the Talent Search or Upward Bound coordinator.</p>	<p>Supervisor in consultation with the VP of Instruction & Student Services or the President.</p>	<p>List of search committee members/ titles submitted to Human Resource Office.</p>	<p>Prior to calling the first meeting of the search committee.</p>
<p>Call the organizational meeting of the search committee.</p> <p>The purpose of the organizational meeting of the search committee will be for the President (or his/her designee), the Human Resource Officer, and the AA/EEO Officer to provide the charge to the committee and inform the committee of its duties and responsibilities. In addition, the committee will select officers including a chair, vice chair, and recorder. The organizational meeting may be held prior to the closing date but no folders will be reviewed until after the closing date.</p> <p>Specific roles/responsibilities for the organizational meeting:</p> <p>The Human Resource Manager will provide the committee with copies of the Official Job Announcement and the Recruitment and Selection Checklist and discuss issues related to Commonwealth of Virginia hiring regulations.</p> <p>The AA/EEO Officer will instruct the committee in conducting the search process according to current AA/EEO regulations and provide copies of interview guidelines.</p> <p>The Supervisor will chair the committee meeting to the point when the committee selects its chair.</p> <p>The committee chair will take charge of the meeting and the process upon selection. The chair will serve as liaison between the supervisor, the Human Resource Manager, the AA/EEO Officer, the appropriate Vice President, and the President.</p>	<p>Supervisor</p>	<p>Official Job Announcement, Recruitment & Selection Checklist, Search Committee Guidelines - AA/EEO, and other relevant information provided to Search Committee.</p>	<p>At the organizational meeting of the search committee.</p>

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<p>Conduct initial screening of applicants.</p> <p>The initial screening of application will be used to determine the pool of applicants for interview and <u>must be based on the advertised qualifications</u>. The search committee will rate the applicants using agreed upon selection criteria and screening procedures. Written comments reflecting the judgment of each committee member should be made for every candidate. This will enable the committee members to determine which candidates are to be interview and will provide a consistent record if it becomes necessary to return to the applicant pool at a later date. Applicants who do not have complete applications or who do not meet the basic job criteria should be notified by letter as soon as possible. In positions advertised as open until filled, application materials will be accepted and reviewed until the time interviews have been scheduled.</p> <p>Once a viable applicant pool for interviews has been determined (generally three to five), the committee should record the results of the initial screening/review process on the <i>Hiring Record Form</i>. The folders and the <i>Hiring Record Form</i> should be forwarded to the AA/EEO Officer for review (by the AA/EEO Officer, the supervisor, the Vice President of Instruction and Student Services, and the President) prior to arranging for the applicant interviews. The <i>Hiring Record Form</i> serves as the official documentation of the results of the initial screening/review process.</p> <p>The Committee should also develop a group of core interview questions to be asked during the interview process of all candidates based solely on job related criteria.</p> <p>Specific roles/responsibilities for the committee members include the following:</p> <p>The committee chair will call all meetings and serve as official liaison with the supervisor and others involved in the hiring process.</p> <p>The committee vice chair will be available to assist the chair and serve in the capacity of chair should the need arise.</p> <p>The committee recorder will keep accurate records of all meetings and decisions.</p> <p>All committee members will maintain professionalism and strict confidentiality in the search process. Inappropriate communication about the search process should be strictly avoided. Committee members should not talk about candidates or the search process to other people or to other committee members outside of committee meetings. Committee members should adhere to all AA/EEO guidelines and should consult with the AA/EEO Officer should questions arise.</p>	<p>Search Committee</p>	<p>Copy of committee's selection criteria matrix submitted to Human Resource Office.</p> <p>Results of the initial screening/review process recorded on Hiring Record Form submitted to AA/EEO Officer.</p> <p>Interview questions submitted to Human Resource Office.</p>	<p>Prior to initial review of the applications.</p> <p>Prior to scheduling interviews.</p> <p>Prior to conducting interviews.</p>

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<p>Arrange interview appointments with selected applicants.</p> <p>It is the responsibility of the committee chair or his/her designee to contact the selected candidates to arrange interview appointments. This includes the following steps:</p> <p>Provide necessary information to the candidates regarding travel arrangements and reimbursement policies and procedures. In consultation with the appropriate Business Office Liaison, make any lodging reservations and/or meal arrangements necessary for the candidates.</p> <p>Develop interview schedules for all candidates, ensuring consistent treatment for each candidate. The interview schedule generally will consist of the following sessions:</p> <ul style="list-style-type: none"> ✓ Interview with Search Committee including teaching demonstration for all teaching position candidates (one hour). Note: The supervisor should not be present during the search committee's question and answer session, but may be present during the teaching demonstration, but may not ask questions. ✓ Open Interview Session(s) for interested college personnel (one hour total). Note: The supervisor may attend open interview session(s), but may not ask questions. ✓ Private Interview Session with Supervisor (30 minutes). Note: Supervisors should ask the same questions of all candidates in the private interview session. ✓ Private Interview Sessions with President and Vice Presidents (15 minutes each). ✓ (Optional) Interview Session with appropriate division/department staff. ✓ Campus Tour ✓ Meal - if the interview itinerary encompasses a meal time. <p>Provide a campus host for each candidate to conduct the campus tour and ensure that the candidate is escorted to the various interview sessions. The campus host may also serve as the host for a meal if a committee member is not available during that time.</p>	<p>Committee chair or his/her designee</p>	<p>Itinerary for selected candidates submitted to Human Resource Office.</p> <p>Travel paperwork for candidates submitted to business office.</p>	<p>Prior to conducting interviews.</p> <p>Upon completion of candidate's interview.</p>

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<p>Conduct interviews with selected applicants.</p> <p>It is the responsibility of the search committee to conduct a formal interview with each of the selected candidates. The interview process should adhere to all AA/EEO guidelines and provide for fair and equal treatment of all internal and external candidates, including availability of lodging, meals, and other amenities. The interview process generally will consist of the following components: 1) oral interview question period; 2) teaching demonstration (required of all teaching faculty candidates) and 3) writing sample.</p> <p>The committee should provide the same orientation and informational items to each individual interviewed. The committee should ask all candidates the same core interview questions with the opportunity for follow-up questions by members of the committee. The teaching demonstration and the writing sample should be conducted under the same circumstances for each candidate using the same question(s) or scenario(s) for each candidate.</p>	<p>Search Committee</p>	<p>Results of interview process recorded on <i>Hiring Record Form</i> submitted to Human Resource Office.</p> <p>Summary <u>or</u> copy of notes of interview responses submitted to Human Resource Office.</p> <p>The writing sample should be placed in the applicant's folder.</p>	<p>Upon completion of interview process and committee selection of final candidates for recommendation.</p>
<p>Make recommendations regarding selected final candidates.</p> <p>After the candidates have been interviewed, three (3) finalists normally should be selected. The candidates should be ranked and the names sent to the supervisor. Each candidate ranked should be a viable candidate for hire. The committee chair should vote only to break a tie. The names should not be forwarded until all necessary references have been contacted by the committee chair.</p>	<p>Committee Chair</p>	<p>Recommendations submitted to the supervisor.</p> <p>Reference checks submitted to the supervisor.</p>	<p>Upon completion of interview process and committee selection of final candidates for recommendation.</p>