



Faculty Committee Chair Recruitment Checklist

In coordination with the Academic Senate and in compliance of the California Education Code 87360(b), YFA Contract, YCCD Board Policy 7120 and 7-8047.

- Submit Request to Announce form to the HR/Recruitment Office for approval to post position for recruitment.
- If any eligible Academic Transfer Request forms are on file with HR/Recruitment Office, HR/Recruitment Office will follow the YFA Academic Transfer process. (Article 13, 13.2.1).
- If no Academic Transfer Request forms, no interest by faculty member or Academic Transfer process is unsuccessful; HR/Recruitment Office will proceed to the active recruitment process.
- The District will announce the position via District email to all employees of the job opportunity.
- HR will email Committee Chair notification of job posting within two (2) business days.
- In coordination with Academic Chair, Committee Chair will assemble a search committee with at least four faculty members, (tenured when feasible), one member outside of the discipline and also may select one additional member from the college or the community; ensuring diversity to the extent possible.
- Verify with HR that screening committee members have received training in Equal Employment Opportunity (EEO Monitor) and diversity practices. HR will provide training, as needed.
- Submit finalized search committee list to HR for approval.
- Committee Chair holds an initial meeting with Search Committee to discuss (but not limited to): projected recruitment timeline, 1st and 2nd level interview dates, draft 1st level interview questions, teaching demonstration, application scoring deadline and date Search Committee will have People Admin access.
- Forward first level interview questions, application review deadline, and all interview dates to HR for approval.
- Following the application close date; HR/Recruitment Office will provide Chair with the applicant list and will release applications to Committee Chair and two (2) faculty committee members (within discipline) or three (3) two (2) faculty committee members (within discipline) appointed by Chair to review applications for minimum qualifications.
- Committee Chair will submit applicant list of either meeting minimum qualifications or not.
- HR/Recruitment Office will release applications for Search Committee online application scoring process.
- HR in consultation with Committee Chair will make recommendations for first level interviews within two (2) business days of application scoring deadline based on the Search Committee's application scores.
- Submit confirmation to HR/Recruitment Office of the 1st level interview recommendations.
- Contact applicants recommended for 1st level interviews and submit final interview schedule to HR/Recruitment within two (2) business days of interview recommendations.
- Conduct interviews 1st level interviews.
- Upon conclusion of 1st level interviews submit to HR/Recruitment Office for review and approval: interview score sheets, composite score sheet identifying the top three (3) finalist moving forward to 2nd level interviews, within two (2) business days of 1st level interviews.
- Contact internal applicants not advancing to 2nd level interviews before scheduling 2nd level interviews.
- Submit 2nd level interview questions to HR/Recruitment Office.
- Submit confirmed 2nd level interview schedule to HR/Recruitment Office.
- President or designee shall conduct 2nd level interviews within five (5) business days following 1st level interviews.
- Upon conclusion of 2nd level interviews submit to HR/Recruitment Office for review and approval: interview score sheets, composite score sheet identifying the top finalist(s) name
 - Submit name of finalist recommended for the position, along with all second level interview documents to HR/Recruitment Office for review and approval *prior* to conducting reference checks.
- Upon approval from HR/Recruitment Office, Committee Chair will conduct 3 reference checks on finalist:
 - Conduct three (3) reference checks
- Contact successful finalist, offer the position, subject to Board of Trustee approval, and determine start date. (Do not discuss salary placement). Submit any additional outstanding paperwork to HR/Recruitment Office.
 - Committee Chair will not offer the position to the successful finalist until *Reference Check Form* has been received by the HR/Recruitment Office.
- Contact unsuccessful finalists.
- Submit Final Decision Form to HR/Recruitment Office with rationale.
- Submit Board Agenda Item now on Etrieve. REMINDER: Initial salary placement is determined in accordance with applicable bargaining unit agreement. Human Resources provides initial salary placement.
- Coordinate On-Boarding/New Employee Orientation with Human Resources.
- Complete [Roadmap to the First Day Form](#)
- Congratulations! – Recruitment is complete!