



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.
 - Must include Job description with minimum qualifications

PHASE 1 – Position approved by Prioritization Process

- ☐ In coordination with the Academic Senate President, the Administrative Committee Chair will assemble a search committee with at least four full-time faculty members, preferably tenured, (one of whom is designated as Committee Co-Chair), one member outside of the discipline, and one classified professional. Chair may select additional members from the college or the community; ensuring diversity to the extent possible.
- ☐ Submit finalized search committee list to HR for approval.
- ☐ Verify with HR that screening committee members have received training in Equal Employment Opportunity (EEO Monitor) and diversity practices in that semester. HR will provide training, as needed.
- ☐ Committee Co-Chairs holds an initial meeting with Search Committee to discuss (but not limited to):
 - Job description (desirable and preferred qualifications)
 - Must include minimum qualifications
 - Projected recruitment timeline
 - Committee members who will conduct minimum qualification checks
 - Application scoring deadline and date Search Committee will have People Admin access.
 - 1st level interview date(s)
 - Draft 1st level interview questions (including question point value) and teaching demonstration (with scoring criteria)
- ☐ Forward names of committee members who will conduct minimum qualification checks, minimum qualification review date, application review deadline, first level interview questions, and all interview dates to HR for approval.

PHASE 2 – Active Recruitment

- ☐ The District will announce the position internally via District email to all permanent Faculty employees of the available opportunity. The position will be posted for five (5) business days.
- ☐ If no member submits interest or the Committee Co-Chairs/Committee does not select an applicant, after interviews, HR/Recruitment Office will proceed to the active recruitment process.
- ☐ HR will email Committee Co-Chairs notification of job posting within two (2) business days.

PHASE 3 – Minimum Qualification Review

- ☐ Following the application close date; HR/Recruitment Office will provide Co-Chairs with the applicant list and will release applications to Committee Co-Chairs and two (2) to four (4) faculty committee members (within discipline) to review applications for minimum qualifications.
- ☐ Minim Qualification review committee will submit their determinations of applicants who either meet minimum qualifications or not to HR.
- ☐ HR will composite minimum qualification reviews and send to Committee Co-Chairs for review and confirmation.

PHASE 4 – Committee Application Review

- ☐ HR/Recruitment Office will release applications for Search Committee online application scoring process.
- ☐ HR will provide composite (both scoring and ranking) of Search Committee's scores within two (2) business days of application scoring deadline.
- ☐ Committee Co-Chairs will discuss with Search Committee on applicant selection on who to invite to 1st level interviews.
 - Human Resources recommends applicant selection must be in order with natural break in scores to support decision.
 - Committee must provide a rationale if application selection is outside of the natural break in scores

PHASE 5 – 1st level Interview

- ☐ Submit confirmation to HR/Recruitment Office of the 1st level interview recommendations.

Pending Review and Final Vote by Academic Senate 1/30/25

- ☐ Contact applicants recommended for 1st level interviews and submit final interview schedule to HR/Recruitment.
- ☐ Conduct interviews - 1st level interviews.
 - Management Co-Chair will be a non-scoring participant for 1st level interviews.
 - Faculty Co-Chair will score during 1st level interview but will be a non-scoring participant on 2nd level interviews.
- ☐ Upon conclusion of 1st level interview score sheets are submitted to HR/Recruitment Office for review and approval: interview score sheets, composite score sheet identifying at least 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.

PHASE 6 – 2nd level Interviews

- ☐ 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.
 - Both Co-Chairs will sit on 2nd level interviews. Faculty Co-Chair will sit on 2nd level interviews as a non-scoring participant (Will provide information and comments from Search Committee)
- ☐ Upon conclusion of 2nd level interviews submit to HR/Recruitment Office for review and approval: interview score sheets, composite score sheet and the top finalist(s) name.
 - 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.
 - President or designee, with input from 2nd level Search Committee, will have final say on finalist.

PHASE 7 – Selection of Finalist

- ☐ 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 RiskAware clearance, and determine start date. (Do not discuss salary placement).
 - Committee Chair will not offer the position to the successful finalist until *Reference Check Forms* have been received, reviewed and approved by the HR/Recruitment Office.
 - If the successful finalist declines the offer, the President may decide whether to extend the offer to another finalist.
 - This decision will be made in consultation with the Committee Co-Chairs and appropriate leadership.
- ☐ Submit Final Decision Form to HR/Recruitment Office with rationale.
- ☐ Contact unsuccessful finalists.
 - Inform HR/Recruitment Office on when unsuccessful finalists have been informed
- ☐ 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!