
Roles and Responsibilities - Committee Chair

Confirm any faculty member's participation with Academic Senate:

(holcroftcarolyn@fhda.edu) for Foothill and academicsenate@deanza.edu for De Anza.

Obtain EO Representatives for ALL positions and Union Representatives for bargaining Unit positions only (see below):

To Obtain EO Representative, contact the following individuals:

- Thuy Quach (All Campuses) quachthuy@fhda.edu 650-949-6217

To obtain an ACE Union Representative, contact the following individuals:

- Denise Perez (Foothill) perezdenise@fhda.edu 650-949-7256
- Matt Trospen (De Anza) trospermatt@deanza.edu 408-864-8646
- Bill Baldwin (Central Services) baldwinwilliam@fhda.edu 650-949-6191

To obtain a CSEA Union Representative, contact:

- Robert Covington covingtonrobert@fhda.edu 650-949-6171

To obtain a Teamsters Union Representative, contact:

- George Robles roblesgeorge@fhda.edu 408.864.8952

Confidential positions should also have a representative on committee.
Contact HR Specialist for further information. (650-949-6217).

Committee Chair Responsibilities:

1. Notify members of committee meetings.
2. Coordinate development of position announcement with Employment Services and other appropriate consultation.
3. Convene the first committee meeting.
4. Schedule training with Employment Services.
5. Develop meeting schedule.
6. Remind committee members of confidentiality throughout screening process
7. Understand and promote the District's commitment to diversity throughout the search process.
8. Finalize screening criteria and interview questions with committee.

9. Employment Services will notify the hiring chair when the online application packets are accessible.
10. HR Specialist will inform committee members when user accounts are created. Hiring committee members may view applications *only after* screening criteria and interview questions are complete.
11. Screen applications online at <https://tbe.taleo.net/MANAGER/dispatcher/login.jsp>? Be inclusive rather than exclusive.
12. Convene committee to select candidates and schedule interview times. Review interview questions, interview protocol, and format of interview. Identify special instructions to be given to interviewees.
13. Identify applicants that have requested equivalency (for faculty positions) as soon as possible and contact equivalency committee (when necessary).
14. Contact successful candidates to establish interview dates and times. Begin with out-of-state candidates, then out-of-Bay Area, then local. Allow as much time as possible between call and interview. **Notify each interviewee confirming: date, time, location, parking, permit and map information; and any special instructions for the interview.**
15. E-mail HR Specialist names of candidates selected for interview. Employment Services will notify applicants not selected for interview. The hiring manager will contact all candidates that were interviewed but not selected.
16. Meet each interviewee, establish “ground rules” for interview, and conduct interviews within schedule.
17. Perform reference checks.
18. For faculty and administrative positions, contact President’s office with finalist recommendations.
19. For faculty and administrative positions, coordinate the Selection Committee. **Refer to the *Hiring Process Manual* at [http://hr.fhda.edu/employment2/stories/storyReader\\$27](http://hr.fhda.edu/employment2/stories/storyReader$27) for required makeup of the Selection Committee.**
20. Include all notes that committee members took during the interview process. Notes must *only* include job related information pertaining to the essential duties, knowledge, skills, and abilities required to be able to successfully perform the position. Do not include personal or non-job related information about candidates.
21. Return required search materials (interview evaluation forms & hiring authorization form), to Employment Services. **Employment Services will not process hiring paperwork, which will result in a delay of hiring the final candidate(s), unless all required information is submitted in the search workbook.**

STEPS TO TAKE AFTER FINALIST IS SELECTED:

For faculty positions:

- The President's Office makes a copy of the application materials of the selected candidate and sends originals to the campus personnel office.
- Return hiring recommendation form and all worksheets/notes to Employment Services.
- The campus personnel office provides salary placement information to President's Office and retains the original materials for the personnel file.
- The President's Office prepares a Board Agenda Item and forwards the Board.
- Agenda Item and backup material goes to the executive assistant for the Vice Chancellor, Human Resources and Equal Opportunity.

For classified positions:

- Return hiring recommendation form and all worksheets/notes to Employment Services.