

**SEARCH COMMITTEE GUIDELINES FOR FACULTY HIRING: (WARNING: If the guidelines are not met, this can result in a delay or rejection of a recommendation)**

Dept./Program Chair selects five members to serve on the Search Committee in accordance with the following guidelines:

- Search Committee must include a minimum of two faculty members.
- At least three of the five Search Committee members must be from the Discipline and may include the two faculty members.
- The remaining two members shall be from outside the Discipline.
- Dept./Program Chair must serve on the Search Committee, but is not required to chair the committee.
- Dept./Program Chair must specify which Committee Member will serve as the Search Committee Chair.
- Search Committee Chair must hold positions at the same level or a higher level than the vacant position.
- Search Committee Chair must be selected from the Faculty or Administrator classifications.
- Dept./Program Chair recommends Search Committee Chair and remaining Search Committee names to Dean for approval.
- Dean forwards recommendation to the Vice President for Academic Affairs for approval.
- Vice President for Academic Affairs notifies Dean and Director of Human Resources of the approved Search Committee.

*It is highly recommended that committee members are selected from different divisions to ensure a more diverse search committee.*

**No signatures required for this form .**

The Department Chair populates and attaches the form to an email and sends it to the Dean (**MAKE SURE THE SUBJECT LINE CONTAINS THE POSTING NO**); the Dean in turn **FORWARDS** the email to the VP with the word **APPROVED** in the subject line; the VP forwards the email to: [HR\\_Staffing@southtexascollege.edu](mailto:HR_Staffing@southtexascollege.edu) with the word **APPROVED** in the subject line.

<b>Posting No:</b>	<input type="text"/>	<i>Posting Number is required, if the position is already posted to the web</i>
<b>Posting Title:</b>	<input type="text"/>	
<i>Exact title as listed in South Texas College applicant web site</i>		
<b>Number of Position for Hire:</b>	<input type="text"/>	<i>← Number of employees that would be hired under this posting</i>

	Name	A Number	Email /ID	
Department/Program Chair	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu

Role	Name	A Number	Email /ID		Job Title / Department
Committee Chair	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	
Member 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	
Member 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	
Member 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	
Member 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	
Member 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	
Member 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	@southtexascollege.edu	

## Purpose of Form

This form is used to select, approve and allow the PeopleAdmin administrator give access the search committee members of a position(s) posted to (advertised on) the web.

## Instructions

### Posting Information

Posting No: \_\_\_\_\_ :

This is the unique identifier provided for each posting by PeopleAdmin system

### Posting Title:

Title of the posting as displayed on the South Texas College web site. The word "Faculty - " is added to the title to differentiate from other types of employment. For future postings not yet approved by the board, Fiscal Year information is added to the title. (i.e. Faculty (FY 2015-16)

### Number of Position for Hire:

Multiple identical positions can be merged and advertised into one posting. The default is one position per posting. If there are more than one positions please specify the quantity.

### Search Committee Information

SEARCH COMMITTEE GUIDELINES (WARNING: If the guidelines are not met, this can result in a delay or rejection of a recommendation)

Dept./Program Chair selects five members to serve on the Search Committee in accordance with the following guidelines:

- Search Committee must include a minimum of **two** faculty members.

- At least **three of the five** or **five of seven** Search Committee members must be from the Discipline and may include the two faculty members.
- The remaining two members shall be from outside the Discipline.
- Dept./Program Chair **must serve** on the Search Committee, but is not required to chair the committee.
- Dept./Program Chair must specify which Committee Member will serve as the Search Committee Chair.
- Search Committee Chair must hold positions at the **same level or a higher level** than the vacant position.
- Search Committee Chair must be selected from the Faculty or Administrator classifications.
- Dept./Program Chair recommends Search Committee Chair and remaining Search Committee names to Dean for approval. (*see information at the top of the form*)
- Vice President for Academic Affairs notifies Dean and Director of Human Resources of the approved Search Committee. (*see information at the top of the form*)

Please populate information for Dept./Program Chair, Committee Chair and the members. Committee chair accounts as one member of the search committee.