

**ROANE STATE COMMUNITY COLLEGE  
APPOINTMENT OF SELECTION COMMITTEE**

\_\_\_\_\_  
Date

**TO BE COMPLETED BY COMMITTEE CHAIR:**

The appropriate official (Department Head/Supervisor) shall appoint a search committee of 3-5 members to assist in the selection for all administrative, faculty and professional positions (EEOC codes 1, 2, and 3). The appointment of a selection committee for clerical, technical, skilled, and maintenance positions (EEOC codes 4, 5, 6, and 7) is optional; however, all employment procedures must be followed. Each search committee must contain at least one female member, at least one male member, and at least one minority member. The search committee reviews credentials and interview applicants to aid in determining which candidate(s) most closely fulfill position requirements.

The following individuals are hereby appointed to, and have agreed to serve, on the selection committee for:

| _____<br>(Position title) | <u>Department</u> |
|---------------------------|-------------------|
| Chair/Supervisor: _____   | _____             |
| Member: _____             | _____             |
| Member: _____             | _____             |
| Member: _____             | _____             |
| Member: _____             | _____             |
| Member: _____             | _____             |

All names are needed before action can be taken

\_\_\_\_\_  
Recommended: Chair/Supervisor/Administrative Officer - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed/Approved: Human Resources Officer/AA Officer - Signature

\_\_\_\_\_  
Date

## **ROANE STATE COMMUNITY COLLEGE SELECTION COMMITTEES**

### Definition of Selection Committee

The Committee is usually composed of three (3) to five (5) members whose primary purpose is to aid the supervisor/Department Head in the selection of new employees. Committee members review credentials and interview applicants to aid in determining which candidate(s) most fulfill position requirements.

### Criteria for Committee Members

1. Members should be representatives of the job or the area of expertise under consideration.
2. Committee members should be capable and efficient in the reviewing process as well as able to attend all interview meetings.
3. Committee members should not serve on committees that create a potential conflict of interest.
4. Each search committee must contain at least one female member, at least one male member, and at least one minority member.

### Duties and Responsibilities

1. The committee and chair will consider affirmative action goals in the employment category. The committee chair will provide documented evidence (RSCC HR/ G-127 Employment Compliance Form) that direct contact (telephone contacts, meeting, correspondence, etc. with potential applicants) has been made with qualified other-race individuals to encourage their applications for the vacancy.
2. The committee will attend a Selection Committee Orientation held by the committee chairperson (if deemed appropriate).
3. The committee will review and screen credentials of qualified applicants to aid in determining which candidate(s) most closely fulfill position requirements.
4. Each committee member will participate in the interviewing process and complete interview rating forms (RSCC Applicant-Job Dimensions-Summary of Interview Guide) for all persons interviewed.
5. The committee will provide consultation and offer a variety of perspectives to assist the committee chair in the final employment recommendation process.
6. For all faculty positions, the committee chair shall arrange for candidates interviewed by the committee to present a mini-teaching unit as part of the interview process.
7. The committee chair shall conduct/complete a minimum of three telephone reference checks (RSCC Reference Check Form) on the candidate to be recommended.
8. For all administrative positions, the President will interview the candidate to be recommended by the committee before the Employment Compliance Form is submitted to Human Resources.
9. If the committee's nominee is approved by the President, the committee chair shall complete and submit to the Human Resources Office the Employment Compliance Form along with the interview summary sheets and the telephone reference check forms.

All final employment recommendations are considered and approved by the Dean of Human Resources and the appropriate Executive Officer subject to a final appointment decision by the President and if appropriate the Tennessee Board of Regents.