

**Office of Compliance Programs and Legal Affairs**  
Tel.: (718) 262-2140 or 2141

**SEARCH COMMITTEE CHAIRPERSON'S CHECKLIST**

1. Meet with the Executive Director of CPLA before meeting with your Committee.
2. Establish an agenda for the first meeting of the Search Committee (review this agenda with the Executive Director of CPLA).
3. Ensure that all resumes that are addressed directly to the Chair are copied to the offices of Compliance Programs and Legal Affairs (AC-2H05) and Human Resources (AC-2H01). All resumes will be acknowledged by the Office of Compliance Programs and Legal Affairs.
4. After meeting with CPLA, call the first meeting with the Search Committee members and Department Head (NOTE: The Department Head should charge the committee at this time.)
5. Remind each Committee member that this search process is *confidential*.
6. Facilitate the committee in the development of an evaluation matrix or process and the creation of questions for the interviews
7. Review the matrix/process and questions with the Executive Director of CPLA.
8. Make available to the Search Committee members all resumes you receive.
9. Review and evaluate questions and resumes with Search Committee and CPLA.

*Note Bene:*

- a) Eliminate non-qualified candidates;
- b) Narrow the pool to the most qualified candidates.

Complete Applicant Pool Certification Form (Form 1). Do *not* contact any applicants prior to meeting with CPLA and obtaining a search certification (see next step).

10. Meet with CPLA to obtain a search certification (bring Applicant Pool Certification [Form 1] to this meeting). Review the matrix/process and questions with the Executive Director, CPLA *before* contacting any applicants for interview.
11. Set up interviews *after* meeting with the Executive Director of CPLA. Please provide the office of CPLA with dates of all interviews.

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**Note:** At the completion of the process, the Division Head (for example, the President, Provost/V.P. for Administration, V.P. Student Development, etc.) should also sign or initial Form 2 (Personnel Data Form) before forwarding it to the Office of Compliance Programs and Legal Affairs.

12. Inform the Office of CPLA of interview dates. The Executive Director or a member of the Affirmative Action Committee may attend the interviews.

During the process you should meet with the Executive Director about three or four times. After initial interviews with applicant, meet with Executive Director regarding Form 2 (Personnel Data Form). Please remember to complete the various data forms where appropriate.

Narrow the number of interviewees to a pool of three to five (3 -5) to send to Department Head for interviews. It is the responsibility of the Chair to complete the forms and forward them to CPLA with signatures of all the Search Committee members. Once the process is completed and as soon as a decision is made, a job offer should be made and (hopefully) accepted. During this phase, please *complete* the Personnel Data Form (Form 2) and submit it to CPLA along with the file material accumulated during the course of the search. **Further information is available and forms can be downloaded from our web site, <http://www.york.cuny.edu/~cla/>.**

**REMEMBER: CUNY requires three written letters of reference for final candidates. Please submit these documents for approval from the Executive Director of CPLA.**

13. All resumes will be acknowledged by the Office of Compliance Programs and Legal Affairs. However, it is the responsibility of the Chair of the Search Committee, in consultation with the Compliance Officer, to contact candidates no longer under consideration. If you need sample letters, please feel free to contact CPLA.
14. The Chair of the Search Committee must return the complete search file to the Office of Compliance Programs and Legal Affairs at the end of each search. This file should include the list of questions asked during interviews along with all rating sheets and notes made by the committee members during the process. Also include copies of any letters of reference received by the Search Committee. (NOTE: Committee members must return *all documents* used during the search.)