

ESTABLISHING CRITERIA

Faculty

These samples are to aid the committee in the establishment of criteria. They are meant to be a guide to assist in the process.

PREPARATION

It is most important that each committee and committee member prepare in advance.

1. Review the major responsibilities of the position.
2. Consider the critical job requirements.
3. Gain an understanding of the need for and means of avoiding discrimination.
4. Develop an interview structure based on job-related criteria that involves the whole committee and that, by eliciting comparable information from each candidate, covers the scope of the job description and critical job requirements.

Critical job requirements are factors vital to successful performance in a position. One of the primary tasks of the committee members is to define those requirements as clearly as possible and establish standards on which to evaluate them prior to the search.

Using the job description and announcement which describe the position, the committee shall select the critical factors from among those stated and to weight them on the basis of importance to the position.

Some examples of critical job factors are:

- **Skills/Abilities:** numerical, reading, verbal, written communication.
- **Job Knowledge:** technical laws and rules, pertinent training, academic preparation, experience.
- **Supervisory Skills:** planning, instructing, organizing, leading, motivating, disciplining.
- **Self-development:** evidence of interest in field, committee involvement, formal courses, professional affiliations, self-study, and professional development.
- **Interpersonal Skills:** enthusiasm, initiative, creativity, flexibility, maturity, sincerity, integrity.
- **Analytical Ability:** problem solving, evaluating alternatives, program development, results orientation, vision.

In addition to the knowledge, abilities, and experience, committee members must measure such subjective terminology as sensitivity to different cultural groups and understanding of diverse academic, socioeconomic, and ethnic backgrounds of the students. It is most realistic to evaluate candidates on how they have demonstrated past commitment.

Examples are as follows:

- Completion of courses or directed study which focus upon other cultures, languages, and persons with disabilities.
- Teaching techniques that display knowledge of racial, ethnic, gender, disability, and cultural diversity of learning styles.
- Teaching techniques that convey and understanding of the cultural values inherent in different approaches to learning.
- Active involvement in programs designed to provide information and special training for student and staff diversity such as staff development programs, faculty programs, seminars, and sessions.
- Experience living and working with staff from different cultures to ensure that diversity and positive role modeling exists.
- Utilization of teaching methodologies that entail cultural diversity in such areas as course content, learning materials, class demonstrations and outside speakers.
- Active participation in groups and organizations that cultivate understanding of national and international cultures.
- Nontraditional experience that provides a broad background of understanding.

CRITERIA

Recommended Rating System:

Assign value 0 to 3 to each criterion as it pertains to the applicant's experiences and total each individually on your screening matrix.

- 0 – No background
 - 1 – Limited background
 - 2 – Adequate background
 - 3 – Excellent background
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CRITERIA FOR: _____ {Position}

1. **Education & Experience in Discipline:** Depth and breadth of experience in the discipline.
2. **Experience/Past Performance:** Teaching, organizing, curriculum and program development, report writing. Look at what the individual has done in the past. Past performance is a good indicator of future performance.
3. **Up-to-date subject matter knowledge:** Look at membership in professional organizations, personal development activities, additional research and training in the field.
4. **Enthusiasm and commitment to education:** The letter of interest may show evidence of past commitment to the teaching profession and dedication to serving student needs.
5. **Written Communication Skills:** Look at the quality of the paper work submitted to see whether it presents good written communication skills, ability to follow instructions, attention to detail, relate experience to this job, good organizational skills.
6. **Sensitivity towards Diversity:** Look for evidence of experience dealing with various personality types and various groups of individuals. Applicants should indicate that they understand the different learning styles, cultures of people, and recognize the different age and economic backgrounds of students.
7. **Technical Experience:** Look at experience using computers or other technology in the classroom and skills using different teaching modalities.

SAMPLE