SEARCH COMMITTEE PROCEDURES

Suffolk County Community College

Suffolk
COUNTY COMMUNITY COLLEGE

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Assistant Vice President –Employee Resources

1/29/2013

Suffolk
COUNTY COMMUNITY COLLEGE

SEARCH COMMITTEE PROCEDURES FOR ADVERTISING AND SCREENING OF CANDIDATES FOR FULL-TIME FACULTY, COUNSELOR AND LIBRARIAN POSITIONS

Once a vacant line form has been approved to fill a full-time position, the Executive Dean/Vice President is responsible to manage and oversee the complete search process as outlined in the following procedures.

1. Preparing for the search:

a) In light of the college's affirmative action policy and Diversity Goal, efforts must be made to advertise broadly. The Vice President/Associate Vice President will prepare and forward advertising copy to the Assistant Vice President for Employee Resources for placement in the following publications and websites, which are the standard advertising venues; additional advertising in specific program related publications/websites may also be included if needed:

The Chronicle for Higher Education
Women in Higher Education
Diverse Issues in Higher Education
Hispanic Outlook in Higher Education
higheredjobs.com
insidehighered.com
Insight into Diversity – (insightintodiversity.com)
Community College Times
Community College Week

Advertisements for professional assistants and specialists will be placed in *Newsday.*

The Assistant Vice President for Employee Resources will forward to the Executive Dean, a copy of the advertisement and the publication schedule. The Executive Dean will forward this information to the chair of the search committee. The Office of Human Resources is required to maintain a copy of the actual print advertisements, and will provide advertisement information to the chair of the search committee upon request.

b) In order to get the broadest pool of candidates, advertisements will be placed in additional venues as follows:

1. Assistant Vice President for Employee Resources will designate any additional diversity publications;
2. The chair, along with the search committee, will designate and forward other

3. specialized publications to the Assistant Vice President for Employee Resources ;
4. The Executive Dean/Associate Vice President will designate discipline-specific publications for campus vacancies;
5. The Human Resources department will contact graduate schools with strong programs in the discipline and professional organizations, including appropriate minority professional organizations (Appendix B - *Resources for Diversity Recruiting*).

c) Writing the Specialized Advertisements
Include the following:
1. essential functions of position
2. knowledge, skills, abilities required
3. education required/preferred
4. instructions on how to apply
5. Request for a cover letter, curriculum v*itae, statement of teaching or lea*dership philosophy, letters of recommendation, transcripts
6. EEO, AA statements
7. time frame for application
8. preparation of college brief and employment page posting

d) Job descriptions and any additional requirements will be developed by Human Resources in conjunction with the appropriate Academic Chair, Associate Dean(s) and Executive Dean and when completed the recommended job description will be sent to the Vice President for Academic and Student Affairs who in turn will submit the description to the College President for final approval.

2. The Search Committee:

a) The Executive Dean/Vice President, working with the appropriate academic or student affairs administrator, is responsible for organizing the search and for overseeing the composition of search committees. Each search committee shall consist of appropriate administrators and three to five (3-5) full-time faculty members in the department/discipline. (FA contract). The Vice President for Academic and Student Affairs will have final sign-off approval of the search committee members to ensure the team is diverse. Once search committees are determined by the Vice President for Academic and Student Affairs, notification will be provided to the Affirmative Action Officer, clearly denoting the chair of the committee. *(Diversity needs to be inclusive of age, gender, ethnicity and discipline.)*

b) When searches are conducted concurrently at more than one campus in a particular discipline, the Executive Dean and the search committee chairs, in collaboration with the appropriate Campus Associate Dean(s), shall establish procedures and guidelines for coordination of efforts college-wide; maintaining a balance of campus membership on each search committee when necessary.

c) All members of the search committee will receive prior to the first meeting a copy of the Colleges Diversity Goal.

d) The Chair of the Search will:

- Act as liaison between committee and Executive Dean/Vice President
- Chair search committee meetings
- Maintain required records
- Correspond with candidates
- Arrange interviews and coordinate with the candidates on travel if necessary
- Host candidates on campus
- Check professional references for finalists
- Notify all candidates interviewed by search committee that the process has completed with the exception of the finalists who will be contacted by the Executive Dean/Vice President
- Serve as the primary/sole contact person regarding process related questions and updates.
- Submit travel budget to Human Resources for prior approval and thereafter manage the travel budget to remain within approved amounts

Additionally, the search committee chair will be provided with a packet of materials as a guide for the process, which shall include this procedures.

e) The search committee, in consultation with the Executive Dean/Vice President, will develop a list of criteria for each position; screening will be based on the criteria and on a point system (See Appendix A, Part A: Sample Applicant Assessment Model) consonant with the following college guidelines:

> Unless otherwise specified, a doctoral degree is preferred; a master's degree in the discipline is required. Position descriptions and any additional requirements will be forwarded to the appropriate discipline faculty/administration search committees.

f) Two weeks prior to the closing date of applications and prior to interviewing beginning, the Affirmative Action Officer will provide the chair of the search committee, the Vice President/Associate Vice President/Executive Dean, certification that the pool of candidates is sufficiently diverse.

The Affirmative Action Officer:

- reviews candidate pool based on voluntary affirmative action forms which are automatically sent via email;
- compares candidate pool to affirmative action categories: gender: male and female; race: White, Black, Hispanic, Asian/Pacific Islander and American Indian/Alaskan Native (subject to federal guidelines);
- approves search to continue if the percentages of candidates by gender and race meet or exceed regional or national percentages;

- notifies search committee chair and the Executive Dean/Vice President that the search is approved to go forward;
- notifies the Executive Vice President or his/her designee if the pool of candidates is not sufficiently diverse;
- notifies search committee chair and Executive Dean/Vice President of final decision which may include proceeding with search or extending the search through additional outreach;
- will forward an Affirmative Action Search Check Sheet form (Appendix C) to the search committee chair for each search that is approved to continue.
- A copy of the Search Committee Check Sheet will accompany all documents submitted to the College President for review and subsequent approvals.

g) Prior to the Executive Dean/Vice President interviewing the finalist, the chair of the search committee must present to the appropriate Executive Dean/Vice President, the Assistant Vice President for Employee Resources, as well as the affirmative action officer, a memo detailing the search process. This memo should include documentation of steps taken to insure outreach to prospective minority candidates and evidence that the list of candidates selected for interviews is representative. (Appendix C – *Affirmative Action Check Sheet*). Qualified adjuncts who apply for positions must be granted an interview (FA contract).

h) Records Retention: At the close of the search, committee members must return their completed search file to the Chair(s) who will forward all documents relating to the search to Human Resources for retention.

3. The Search Process:

a) Confidentiality: Every member of the committee will be required to sign a confidentiality agreement which will be retained as part of the search file. See Appendix E.

b) Access to Resumes: At the time the committee is assembled, Human Resources will arrange for access to the College's employment website via the "old faculty portal" to review resumes.

c) Initial Assessment of Candidates: This is a critical phase of the process as it lays the groundwork for the entire search. Utilizing the formal job description and candidate resumes, initial review should focus on the position's primary function and the type of population they will be dealing with (students, administrators, etc.) minimum qualifications (both educational and work experience), work history and resume presentation. See Appendix A, Part A, Sample Applicant Assessment Model.

d) Salary Guidelines: It is important to establish early on in the process that candidates the Committee has expressed interest in pursuing are seeking a salary commensurate with the College's salary range for the position so as to avoid wasting resources and an awkward situation later.

e) Candidates will be assessed using the following components (Appendix A, Part B – *Simulation-Interview Criteria*): Criteria for the teaching simulation will be included in the search committee packet of information.

1. Teaching simulation (or appropriate equivalent for professional assistant, faculty coordinator, counselor, and librarian positions), preferably to a regular class; if, due to time constraints, this should prove impossible, the simulation should be presented to the search committee and area administrator(s). See Appendix D for Interview Guidelines.

2. A structured interview of questions related to the list of criteria, each criterion with assigned points.

3. Portfolio or other discipline-specific criteria (if applicable).

f) The candidates will be assigned overall point values. The three to five (3-5) recommended candidates with the highest overall values will be forwarded to the Executive Dean/Vice President. These candidates will be unranked, though strengths and weaknesses should be listed. Candidates recommended by the Executive Dean/Vice President will be advised at this time to provide transcripts and letters of reference. In addition, the names of the recommended candidates will be forwarded to the Assistant Vice President for Employee Resources to conduct a background check.

g) Travel for out of Town Candidates: If candidates need to travel to SCCC for an interview, the Committee will need to request a budget from Human Resources to cover necessary expenses. Every effort to minimize these expenses should be made including utilizing, when available, the Department of Public Safety for transport to/from airports, the Marriot Islandia or Holiday Inn Express/Riverhead (both of which offer the College a reduced rate). Candidates who need to travel overnight to the College should be scheduled to meet with the Committee as well as the President, Vice President of Academic and Student Affairs and Executive Dean during the same visit. See Appendix F.

h) Professional References: The Chair will obtain three professional references for each of the finalist. Efforts should be made to contact persons with whom the candidate had a direct reporting relationship with. Current references may be kept confidential, so long as candidates understand that the offer of employment will be pending the receipt of a satisfactory reference from their current employer(s).

i) Status Notification Letters: Candidates who are interviewed at any stage of the process should receive a letter from the Chair of the Committee informing them that they have not been selected to continue. Candidates who submit a resume

but are not selected for the first round do not need to be notified. Once the finalist has accepted the position, the President or his/her designee will notify the other finalist that the search has been completed.

4. Conducting the Search

a) After interviewing the finalists, reviewing their records and reference checks (Background Checks are conducted by HR), and considering the recommendations of the search committee and appropriate administrators, the Executive Dean/Vice President will recommend one candidate to the President (except for Guild/Exempt searches where three candidates must be forwarded to the President).

1. The Executive Dean/Vice President will then submit name/s, a step placement form, and resume to the Office of the Vice President for Academic and Student Affairs (only for Faculty Association positions; Guild and exempt positions are submitted to the President).

2. Pending approval by the office of the Vice President for Academic and Student Affairs or President, the Executive Dean/Vice President will prepare the BOT summary and a fully executed Request for Vacant Line form, and transcripts and forward it, along with the signed step placement form, to the Office of Academic and Student Affairs or if applicable the Office of the President for review prior to forwarding to the Office of the President for his/her approval.

b) A background check will be conducted on the recommended candidate (except for Guild/Exempt searches where background checks will be conducted on the three candidates). The Assistant Vice President for Employee Resources is the only representative of the College authorized to initiate the background check process. (In his/her absence, the College General Counsel may fulfill this role). The Executive Dean/Vice President should provide contact information for the finalist to the Assistant Vice President for Employee Resources and he/she will work with the finalists and outside background check company and report the outcome of the check to the Executive Dean/Vice President.

c) A recommendation is made to the President or designee prior to an offer being made to an individual. With the approval of the President or her/his designee, the Executive Dean/Vice President will be authorized to offer a position to the person being recommended.

d) Following the selection of a candidate, a letter from the Office of the President will be sent offering the position. Once the finalist has accepted the position, the Executive Dean/Vice President will notify the other finalists that the search has been completed. The chair of the search committee will notify all individuals interviewed that the search has been completed.

Note: These procedures do not supersede any contractual agreements that the college has with any group of employees or Board of Trustee policies on hiring.

APPENDIX A

SUFFOLK COUNTY COMMUNITY COLLEGE
SAMPLE APPLICANT ASSESSMENT MODEL

Please note: Assessment model calculation is a *guide only* for preliminary evaluation of candidates' strengths and weaknesses. Moreover, this model is boilerplate. Committees are encouraged to refine in light of criteria underlying their particular searches. In every instance, the model should be created by members of the search committee and reviewed by the appropriate executive dean/vice president.

Applicant: _____

Part A:
PRE-INTERVIEW CRITERIA FOR FACULTY

1. Education Qualifications (as advertised):

Master's degree in the discipline (minimum)	1
Related degree	1
Advanced degree/doctoral degree	1

2. Professional Experience: (Rate no higher than 3)

2-4 years full-time secondary level	1
Part-time experience at the college level	1
2-4 years full-time at the college level	2
Other professional experience (full-time or part-time)	1

3. Professional Activities (i.e., Publications, Conference Presentations, etc.)

Inadequate performance	0
Adequate performance	1
Exceptional performance	2

4. Candidate Experience with Instructional Technology

Inadequate	0
Basic	1
Exceptional	2

Total (Maximum for Part A = 10 points) _____

APPENDIX A, PART B:

SIMULATION-INTERVIEW CRITERIA

1. **Teaching Simulation**

Unsatisfactory performance	0-6
Adequate performance	7-8
Exceptional performance	9-10

2. **Candidate Interview**

Unsatisfactory performance	0-6
Adequate performance	7-8
Exceptional performance	9-10

Total (Maximum for Part B = 20 points) _____

APPENDIX B

RESOURCES FOR DIVERSITY RECRUITING

When it comes to actually recruiting diverse faculty members, many search committees report that they cannot find qualified women or minorities to apply for their open positions. Research, however, has shown that committees succeed in hiring women and minorities when they transform the search process, are committed to diversity and are proactive about building a diverse applicant pool.

Transforming the search process requires that the College do more than simply place ads and wait for applicants to express interest. For example, Colleges can use personal and professional networks of existing faculty, and discipline-based organizations, and take advantage of publications and web sites that specialize in the recruitment of diverse faculty members.

Existing Faculty and Administrators

Use existing faculty to market open positions, for example, ask faculty to take along copies of the job announcement when they travel to academic conferences and meetings.

Discipline-based Organizations

All academic disciplines have professional organizations associated with them. Many have subcommittees on women and/or minorities. In addition, most have both national and regional meetings, newsletters, email mailing lists and web sites. These organizational resources can be key in departmental recruiting efforts. Poll faculty members to determine which organizations are active in the discipline area related to the open faculty position. Examples of discipline-based organizations include:

AMERICAN EDUCATIONAL RESEARCH ASSOCIATION (WWW.AERA.NET) – Special Interest Groups
1) Research on Women and Education
2) Research on Black Americans
3) Research on the Education of Asian and Pacific Americans
4) Hispanic Research Issues
5) Critical Examination of Race, Ethnicity, Class, and Gender in Education

SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS(WWW.SHPE.ORG)

AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (WWW.AISES.ORG)

NATIONAL SOCIETY OF BLACK ENGINEERS (WWW.NSBE.ORG)

Publications/Web Sites

Determining where an ad is placed is as important as what language is used in the advertisement. Reputable publications such as the CHRONICLE OF HIGHER EDUCATION or those distributed by national discipline-based organizations can be counted on to actually reach intended audiences. The growth of the Internet has introduced a large number of additional venues for placing ads.

⇒ **NEMNET** (WWW.NEMNET.COM)
Nemnet is a national minority recruitment firm committed to helping schools and organizations in the identification and recruitment of minority candidates. Since 1994 it has worked with over 200 schools, colleges and universities and organizations. It posts academic jobs on its web site and gathers vitas from students and professionals of color.

⇒ **DIVERSITY** Employers (www.diversityemployers.com/)
Formerly known as the Minorities' Job Bank, IMDiversity.com was established by the Black Collegian Magazine. The site is dedicated to providing career and self-development information to all minorities, specifically African Americans, Asian Americans, Hispanic Americans, Native Americans and women. It maintains a large database of available jobs, candidate resumes and information on workplace diversity.

⇒ **THE DIRECTORY OF MINORITY CANDIDATES** (WWW.CIC.NET/HOME)
An on-line directory of minority Ph.D., M.F.A., and M.L.S. candidates and recipients at schools that are a part of the Committee on Institutional Cooperation (CIC). The Minority Directory, which is open to Native Americans, African Americans, and Hispanic Americans in all fields and Asian Americans in humanities and social science, is a valuable resource for those looking to hire minorities from these fields. Those listed have completed the Ph.D. within the last year or expect to complete the degree within a year at one of the CIC institutions.

⇒ **THE FACULTY FOR THE FUTURE PROJECT** (WWW.ENGR.PSU.EDU/FFF/MISC/DEFAULT.ASP)
Administered by WEPAN (The Women in Engineering Program and Advocates Network), the website offers a forum for students to post resumes and search for positions and for employers to post positions and search for candidates. The website focuses on linking women and underrepresented minority candidates from engineering, science, and business with faculty and research positions at universities.

⇒ **NATIONAL URBAN LEAGUE** (WWW.NUL.ORG)
The Urban League is committed to diversity and is dedicated to increasing opportunities for African Americans and other people of color.

⇒ **HIGHER ED JOBS** (WWW.HIGHEREDJOBS.COM/PRODUCTS/FEATURED/AAEMPLOYER.CFM) - Affirmative Action email

Recruit a diverse applicant pool by including job postings on the Affirmative Action Email sent once a week to higher education job seekers. Each of the candidates on this list has responded affirmatively to the question: "*Please send me information about positions posted by Colleges and Universities that want me to know they are actively recruiting candidates in accordance with affirmative action plans or diversity plans.*"

OTHER DIVERSITY RESOURCES:

a) American Society of Engineers of Indian Origin – WWW.ASEI-NCC.ORG
b) Asian American Journalist Association – WWW.AAJA.ORG
c) National Association for Equal Opportunity in Higher Education (NAFEO) – WWW.NAFEO.ORG
d) Association of Latino Professionals in Finance & Accounting (ALPFA) – WWW.ALPFA.ORG
e) Hispanic Association of Colleges and Universities – WWW.HACU.COM
f) National Society of Hispanic MBAs – WWW.NSHMBA.ORG
g) Association for Women in Mathematics – WWW.AWM-MATH.ORG
h) Association for Women in Science – WWW.AWIS.ORG
i) Association for Black Women in Higher Education – WWW.ABWHE.ORG
j) HBCUConnect – WWW.HBCUCONNECT.COM
k) National Action Council for Minorities in Engineering (NACME) – WWW.NACME.ORG
l) National Association of Black Accountants (NABA), Inc. – WWW.NABAINC.ORG
m) National Black MBA Association – WWW.NBMBAA.ORG
n) National Organization for the Professional Advancement of Black Chemist & Chemical Engineers – WWW.NOBCCHE.ORG

APPENDIX C

AFFIRMATIVE ACTION INFORMATION REQUIRED FOR ALL FULL SEARCHES

CHECK SHEET

Position No. _____ **Position:**_____

_____ LIST OF PUBLICATIONS/WEBSITES, ETC. WHERE AD WAS PLACED (Additional to the publication listed as customary)

_____ NUMBER OF APPLICATIONS RECEIVED, SORTED BY GENDER

_____ NUMBER OF INTERVIEWEES, SORTED BY GENDER

_____ FINALISTS, SORTED BY GENDER

_____ COMMITTEE MEMBERS

_____ SELECTION CRITERIA

_____ NEPOTISM FORM FOR ALL CANDIDATES BEING INTERVIEW

Packet Prepared By: _____ Date Submitted: _____

Packet Reviewed By: _____ Date: _____

____APPROVED ____REJECTED (Reason:_____)

APPENDIX D

A GUIDE FOR ASKING INTERVIEW QUESTIONS IN NEW YORK STATE
(From the NYS Division of Human Rights Guidance)

TOPIC	ASK	AVOID
Name	Name; prior name used at business, other prior names needed to conduct a reference or background check	Maiden name; title (Miss, Mrs. Or Ms.); former name before change by court order; nicknames.
Address/Duration or Residence	Present address; length of residence in state or locality.	Length of time at current or prior residences; "Do you rent or own?" Foreign residences.
Age	Whether the applicant is at least 18 years of age and, if not, what is the applicant's age.	Age (unless under 18); date of birth, ages of children or other relatives
Sex/Pregnancy	Nothing – unless a legitimate job qualification (very rare)	Gender; questions asked of only one sex; child-bearing plans or use of birth control.
Race/Color	Nothing.	All race/color related questions
Marital Status/Child-Care Provisions	If applicant can work required hours reliably.	If single, separated or divorced; number and ages of children; name of other information about spouse and children; child care arrangements
Religion	Ability to work particular days/hours/shifts of job.	Anything about faith, denomination or affiliation; religious holidays observed; religious practices.
National Origin/Birthplace/Foreign Language Ability	Foreign language ability, if job related.	National origin or birthplace of applicant or relatives; lineage or ancestry; origin or surname or first name; accent; native language; how foreign language skill acquired.

TOPIC	ASK	AVOID
Citizenship/Ability to work in the U.S.	Are you legally authorized to work in the United States?	Are you a U.S. Citizen? Are you naturalized or native-born citizen? Of what country are you a citizen?
Relatives	Names of applicant's relatives presently employed by the company	Name, address or age or any relative not employed by the company.
Disability/Worker's Compensation	Whether the applicant can perform the essential functions of the job, with or without a reasonable accommodation. (Permissible only if asked of all applicants in the same job or class of jobs. Applicant should be shown the job description listing the essential functions. Any applicant with an obvious job-related disability may be asked how he/she would perform the essential function of the job. (e.g., a visually impaired applicant could be asked how he/she would us a computer.)	Anything about disabilities, physical condition of abilities; whether applicant has ever asserted a claim for or received worker's compensation benefits.
Physical Appearance	Height and Weight, only if essential to safe performance of job.	Requirement or option that applicant affix photograph at any time before hiring; comments about appearance or customer preferences.
Arrests/Convictions	"Have you ever been convicted of a felony, misdemeanor, offense or violation?" "If yes, please explain". (Applicants should be told that conviction will not automatically result in disqualification.)	"Have you ever been arrested?" Questions about an arrest not then pending.

TOPIC	ASK	AVOID
Driver's License/Transportation	"Do you possess a valid NYS driver's license? Do you have use of a reliable car?" (These should be asked only if driving is necessary for the position.)	Requirement that applicant produce a license.
Union Affiliation	Nothing.	Past or current union membership; affiliation; support for or against.
Personal Finances	Nothing.	Bankruptcy; assets; wage garnishments.
Military Experiences	Applicant's experience in the U.S. Armed Forces or a state militia. "did you receive a dishonorable discharge?"	Type of discharge, other than dishonorable, if not job related. Questions about military service other than in the U.S. Armed Forces or state militias.
Organizations	Only organizations that are relevant to the applicant's ability to perform the job.	Asking applicant to identify all clubs, societies, lodges and organizations that are not job related.
Education	Level of education; job related academic, vocational or professional education; where the education was obtained. (Education requirements should be job related.)	Year (s) or attendance; date(s) of graduation; whether school has a religious affiliation.
Off –Duty Activities	Nothing.	Questions about legal off-duty activities (i.e. smoking, alcohol use, recreational activities).

Suffolk
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APPENDIX E

INTERVIEWING GUIDELINES

Keys to Safe and Sound Interviewing

- Be Consistent. Questions should be brief, concise, clear and consistent.
- Don't ask questions that screen out members of protected groups or lead to personal information not related to the job.
    - Remember the federally protected classes are *race, religion, sex, pregnancy, age, disability, veteran status, national origin.* In New York, *sexual orientation, familial status and marital status* are protected groups.
        - Avoid asking these questions while trying to make the applicant feel comfortable, like 'where are you from?' or 'how many kids do you have?'
- Respond appropriately when a candidate volunteers improper information.
- Ask questions targeted to help select the best person for the job.
    - You can see a candidate's skills based on resume: measures competency=easy to see/tangible.
    - Once you see that the employee is qualified, what will motivate them to do a good job/how do you measure their attitude?
        - Ask Behavioral based questions=a structured behavioral interview is a pre-planned series of questions that focus on:
            - What the candidate has done in the past
            - How they achieved it
            - Present possible situations encountered at the College and how would they handle it
    - Think STAR
        - Situation/Task/Action/Result
- Consistency is the key to equal employment practices and effective management.
- Use the 'Guide to Asking Interview Questions'

Suffolk
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APPENDIX F

Search Committee
Statement of Confidentiality

Reference No.

In consideration of my designation as a member of a Suffolk County Community College Search Committee (hereinafter Search Committee) and the resulting access I will have to confidential information and materials related to this search, and with full knowledge of the critical importance of the principle of confidentiality to the integrity and success of the search process, I hereby agree:

1. That the deliberations of the Search Committee and any and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession or knowledge in my capacity as a Search Committee member and the work of the Search Committee, is confidential.

2. That I will not in any form or manner, directly or indirectly, divulge, disclose, or communicate such confidential information to any person, firm, corporation, or other entity, other than a Search Committee member or a person otherwise designated by the President of SCCC, to receive such confidential information.

3. That all contacts with the media, and any contact with other third parties in which confidential information will be disclosed, shall be conducted solely by, or with the specific prior authorization of the President.

4. That the obligation to maintain confidentiality described in the above paragraphs exists both during the period that the Search Committee is active and at any and all times thereafter.

5. That I may be removed from the Search Committee if I breach any of these confidentiality obligations. Such removal is dependent upon a majority vote of the Search Committee. I understand that, even if removed, these confidentiality obligations still apply.

I have read, understand, and agree to abide by all of the terms of this Agreement as a condition of my service as a Search Committee member. Please sign and return original to the Search Committee Chair.

Committee Member (Please Print)	Discipline
Committee Member (Please Sign)	Dated

Suffolk County Community College promotes intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, builds communities, and improves society.

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Michael J. Grant Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

Suffolk
COUNTY COMMUNITY COLLEGE

APPENDIX G

CANDIDATE REIMBURSEMENT FOR FACULTY/ADMINISTRATOR SEARCHES

Approved by Cabinet on January 3, 2007
PER SEARCH

Faculty	An approximate maximum of $2,000
Guild	An approximate maximum of $2,000
Exempt	An approximate maximum of $3,000

HISTORICALLY BLACK COLLEGES & UNIVERSITIES

Name	Address	General Information	Website	Type
Alabama A & M University	4900 Meridian St, Normal, Alabama 35762	(256) 372-5000	www.aamu.edu/	4-year, Public
Alabama State University	915 S Jackson Street, Montgomery, Alabama 36101-0271	(334) 229-4400	www.alasu.edu	4-year, Public
Albany State University	504 College Dr., Albany, Georgia 31705	(229) 430-4600	www.asurams.edu/	4-year, Public
Alcorn State University	1000 ASU Dr Ste 359, Alcorn State, Mississippi 39096-7500	(601) 877-6100	www.alcorn.edu	4-year, Public
Allen University	1530 Harden Street, Columbia, South Carolina 29204	(803) 254-4165	allenuniversity.edu	4-year, Private
Arkansas Baptist College	1621 Dr. Martin Luther King Drive, Little Rock, Arkansas 72202-6099	(501) 370-4000	www.arkansasbaptist.edu	4-year, Private
Benedict College	1600 Harden Street, Columbia, South Carolina 29204-1086	(803) 256-4220	www.benedict.edu	4-year, Private
Bennett College for Women	900 E Washington St, Greensboro, North Carolina 27401-3239	(336) 517-2100	www.bennett.edu	4-year, Private
Bethune-Cookman University	640 Dr Mary McLeod Bethune Blvd, Daytona Beach, Florida 32114-3099	(386) 481-2000	www.cookman.edu	4-year, Private
Bishop State Community College	351 North Broad Street, Mobile, Alabama 36603-5898	(251) 405-7000	www.bishop.edu	2-year, Public
Bluefield State College	219 Rock St, Bluefield, West Virginia 24701	(304) 327-4000	www.bluefieldstate.edu	4-year, Public
Bowie State University	14000 Jericho Park Rd, Bowie, Maryland 20715-9465	(301) 860-4000	www.bowiestate.edu	4-year, Public
Central State University	1400 Brush Row Rd, Wilberforce, Ohio 45384-1004	(937) 376-6011	www.centralstate.edu	4-year, Public
Cheyney University of Pennsylvania	1837 University Circle, Cheyney, Pennsylvania 19319-0200	(610) 399-2000	www.cheyney.edu	4-year, Public
Claflin University	400 Magnolia Street, Orangeburg, South Carolina 29115-4498	(803) 535-5000	www.claflin.edu	4-year, Private
Clark Atlanta University	223 James P Brawley Drive, S.W., Atlanta, Georgia 30314-4391	(404) 880-8000	www.cau.edu	4-year, Private
Clinton Junior College	1029 Crawford Rd, Rock Hill, South Carolina 29730	(803) 327-7402	www.clintonjuniorcollege.edu	2-year, Private
Coahoma Community College	3240 Friars Point Rd, Clarksdale, Mississippi 38614	(662) 627-2571	www.coahomacc.edu	2-year, Public
Concordia College-Selma	1804 Green St, Selma, Alabama 36701	(334) 526-9141	www.concordiaselma.edu	4-year, Private
Coppin State University	2500 West North Avenue, Baltimore, Maryland 21216-3698	(410) 951-3000	www.coppin.edu	4-year, Public
Delaware State University	1200 N. Dupont Highway, Dover, Delaware 19901	(302) 857-6060	www.desu.edu	4-year, Public
Denmark Technical College	1126 Solomon Blatt Blvd, Denmark, South Carolina 29042	(803) 793-5100	www.denmarktech.edu	2-year, Public
Dillard University	2601 Gentilly Blvd, New Orleans, Louisiana 70122	(504) 816-4640	www.dillard.edu	4-year, Private
Edward Waters College	1658 Kings Rd, Jacksonville, Florida 32209	(904) 470-8000	www.ewc.edu	4-year, Private
Elizabeth City State University	1704 Weeksville Rd, Elizabeth City, North Carolina 27909	(252) 335-3400	www.ecsu.edu	4-year, Public
Fayetteville State University	1200 Murchison Rd, Fayetteville, North Carolina 28301-4298	(910) 672-1111	www.uncfsu.edu	4-year, Public
Fisk University	1000 17th Ave North, Nashville, Tennessee 37208-4501	(615) 329-8500	www.fisk.edu	4-year, Private
Florida Agricultural and Mechanical University	Tallahassee, Florida 32307	(850) 599-3000	www.famu.edu	4-year, Public
Florida Memorial University	15800 NW 42 Avenue, Miami Gardens, Florida 33054-6199	(305) 626-3600	www.fmuniv.edu	4-year, Private
Fort Valley State University	1005 State University Dr, Fort Valley, Georgia 31030-4313	(478) 825-6211	www.fvsu.edu	4-year, Public
Gadsden State Community College	1001 George Wallace Dr, Gadsden, Alabama 35903	(256) 549-8200	www.gadsdenstate.edu	2-year, Public
Grambling State University	403 Main Street, Grambling, Louisiana 71245	(318) 247-3811	www.gram.edu	4-year, Public
H Councill Trenholm State Technical College	1225 Air Base Blvd, Montgomery, Alabama 36108-3199	(334) 420-4200	www.trenholmstate.edu	2-year, Public
Hampton University	Hampton, Virginia 23668-0099	(757) 727-5000	www.hamptonu.edu	4-year, Private
Harris-Stowe State University	3026 Laclede Ave, Saint Louis, Missouri 63103-2136	(314) 340-3366	www.hssu.edu	4-year, Public
Hinds Community College-Utica	34175 Highway 18, Utica, Mississippi 39175	(601) 857-5261	www.hindscc.edu	2-year, Public
Howard University	2400 Sixth St NW, Washington, District of Columbia 20059-0001	(202) 806-6100	www.howard.edu	4-year, Private
Huston-Tillotson University	900 Chicon St, Austin, Texas 78702-2795	(512) 505-3000	www.htu.edu	4-year, Private
Interdenominational Theological Center	700 Martin Luther King Jr Dr, Atlanta, Georgia 30314-4143	(404) 527-7700	www.itc.edu	4-year, Private
J F Drake State Technical College	3421 Meridian St N, Huntsville, Alabama 35811	(256) 539-8161	www.drakestate.edu	2-year, Public
Jackson State University	1440 J R Lynch St, Jackson, Mississippi 39217	(601) 979-2121	www.jsums.edu	4-year, Public
Jarvis Christian College	Hwy 80 E, Hawkins, Texas 75765-1470	(903) 769-5700	www.jarvis.edu	4-year, Private
Johnson C Smith University	100 Beatties Ford Road, Charlotte, North Carolina 28216-5398	(704) 378-1000	www.jcsu.edu	4-year, Private
Kentucky State University	400 East Main Street, Frankfort, Kentucky 40601-2355	(502) 597-6000	www.kysu.edu	4-year, Public
Lane College	545 Lane Ave, Jackson, Tennessee 38301-4598	(731) 426-7500	www.lanecollege.edu	4-year, Private
Langston University	102 Page Hall, Langston, Oklahoma 73050	(405) 466-3428	www.lunet.edu	4-year, Public
Lawson State Community College-Birmingham Campus	3060 Wilson Rd SW, Birmingham, Alabama 35221-1717	(205) 925-2515	www.lawsonstate.edu	2-year, Public
Le Moyne-Owen College	807 Walker Ave, Memphis, Tennessee 38126-6595	(901) 435-1000	www.loc.edu	4-year, Private
Lincoln University	820 Chestnut Street, Jefferson City, Missouri 65101	(573) 681-5000	www.lincolnu.edu/pages/1.asp	4-year, Public
Lincoln University of Pennsylvania	1570 Baltimore Pike, Lincoln University, Pennsylvania 19352-0999	(484) 365-8000	www.lincoln.edu	4-year, Public
Livingstone College	701 W Monroe St, Salisbury, North Carolina 28144	(704) 216-6000	www.livingstone.edu	4-year, Private
Meharry Medical College	1005 DB TODD BLVD, NASHVILLE, Tennessee 37208	(615) 327-6111	www.mmc.edu	4-year, Private
Miles College	5500 Myron Massey Blvd, Fairfield, Alabama 35064-2621	(205) 929-1000 x1645	www.miles.edu	4-year, Private

HISTORICALLY BLACK COLLEGES & UNIVERSITIES

Mississippi Valley State University	14000 Highway 82 West, Itta Bena, Mississippi 38941-1400	(662) 254-9041	www.mvsu.edu	4-year, Public
Morehouse College	830 Westview Dr SW, Atlanta, Georgia 30314	(404) 681-2800	www.morehouse.edu	4-year, Private
Morehouse School of Medicine	720 Westview Dr SW, Atlanta, Georgia 30310-1495	(404) 752-1500	www.msm.edu	4-year, Private
Morgan State University	1700 East Cold Spring Lane, Baltimore, Maryland 21251-0001	(443) 885-3333	www.morgan.edu	4-year, Public
Morris College	100 West College Street, Sumter, South Carolina 29150-3599	(803) 934-3200	www.morris.edu	4-year, Private
Norfolk State University	700 Park Ave, Norfolk, Virginia 23504-8000	(757) 823-8600	www.nsu.edu	4-year, Public
North Carolina A & T State University	1601 E Market St, Greensboro, North Carolina 27411	(336) 334-7500	www.ncat.edu	4-year, Public
North Carolina Central University	1801 Fayetteville Street, Durham, North Carolina 27707	(919) 530-6100	www.nccu.edu	4-year, Public
Oakwood University	7000 Adventist Blvd NW, Huntsville, Alabama 35896	(256) 726-7000	www.oakwood.edu	4-year, Private
Paine College	1235 15th St, Augusta, Georgia 30901-3182	(706) 821-8200	www.paine.edu	4-year, Private
Paul Quinn College	3837 Simpson Stuart Rd, Dallas, Texas 75241	(214) 379-5577	www.pqc.edu	4-year, Private
Philander Smith College	900 W. Daisy Bates Drive, Little Rock, Arkansas 72202-3799	(501) 375-9845	www.philander.edu	4-year, Private
Prairie View A & M University	FM 1098 Road & University Drive, Prairie View, Texas 77446	(936) 261-3311	www.pvamu.edu	4-year, Public
Rust College	150 Rust Ave, Holly Springs, Mississippi 38635	(601) 252-8000	www.rustcollege.edu	4-year, Private
Saint Augustines College	1315 Oakwood Avenue, Raleigh, North Carolina 27610-2298	(919) 516-4000	www.st-aug.edu	4-year, Private
Saint Pauls College	115 College Drive, Lawrenceville, Virginia 23868	(434) 848-3111	www.saintpauls.edu	4-year, Private
Savannah State University	3219 College Street, Savannah, Georgia 31404-5310	(912) 358-4778	www.savannahstate.edu/	4-year, Public
Selma University	1501 Lapsley St, Dinkins Hall, Selma, Alabama 36701	(334) 872-2533	selmauniversity.org	4-year, Private
Shaw University	118 East South Street, Raleigh, North Carolina 27601	(919) 546-8200	www.shawu.edu	4-year, Private
Shelton State Community College	9500 Old Greensboro Rd, Tuscaloosa, Alabama 35405-8522	(205) 391-2211	www.sheltonstate.edu	2-year, Public
South Carolina State University	300 College St NE, Orangeburg, South Carolina 29117-0001	(803) 536-7000	www.scsu.edu	4-year, Public
Southern University and A & M College	Southern Branch Post Office, Baton Rouge, Louisiana 70813	(225) 771-4500	www.subr.edu	4-year, Public
Southern University at New Orleans	6400 Press Drive, New Orleans, Louisiana 70126	(504) 286-5000	www.suno.edu	4-year, Public
Southern University at Shreveport	3050 Martin Luther King Dr, Shreveport, Louisiana 71107	(318) 670-6000	www.susla.edu	2-year, Public
Southwestern Christian College	200 Bowser Circle, Terrell, Texas 75160-4812	(972) 524-3341 x107	www.swcc.edu	4-year, Private
Spelman College	350 Spelman Lane SW, Atlanta, Georgia 30314-4399	(404) 681-3643	www.spelman.edu	4-year, Private
St. Philip's College	1801 Martin Luther King Dr, San Antonio, Texas 78203-2098	(210) 486-2000	www.alamo.edu/spc/	2-year, Public
Stillman College	3601 Stillman Boulevard, Tuscaloosa, Alabama 35403	(205) 349-4240	www.stillman.edu	4-year, Private
Talladega College	627 W Battle St, Talladega, Alabama 35160	(256) 761-6100	www.talladega.edu	4-year, Private
Tennessee State University	3500 John Merritt Blvd, Nashville, Tennessee 37209-1561	(615) 963-5111	www.tnstate.edu	4-year, Public
Texas College	2404 N. Grand Avenue, Tyler, Texas 75702	(903) 593-8311 x2200	www.texascollege.edu	4-year, Private
Texas Southern University	3100 Cleburne St, Houston, Texas 77004	(713) 313-7011	www.tsu.edu	4-year, Public
Tougaloo College	500 W County Line Rd, Tougaloo, Mississippi 39174	(601) 977-7700	www.tougaloo.edu	4-year, Private
Tuskegee University	Kresge Center, 3rd Floor, Tuskegee, Alabama 36088-1920	(334) 727-8011	www.tuskegee.edu	4-year, Private
University of Arkansas at Pine Bluff	1200 N University Mail Slot 4789, Pine Bluff, Arkansas 71601	(870) 575-8000	www.uapb.edu	4-year, Public
University of Maryland Eastern Shore	J.T. Williams Hall, Princess Anne, Maryland 21853-1299	(410) 651-2200	www.umes.edu	4-year, Public
University of the District of Columbia	4200 Connecticut Ave NW, Washington, District of Columbia 20008	(202) 274-5012	www.udc.edu	4-year, Public
University of the Virgin Islands	2 John Brewers Bay, Charlotte Amalie, Virgin Islands 00802-9990	(340) 776-9200	www.uvi.edu	4-year, Public
University of the Virgin Islands-Kingshill	St. Croix, St. Croix, Virgin Islands 00850	(340) 778-1620 x0000	www.uvi.edu	4-year, Public
Virginia State University	One Hayden Drive, Petersburg, Virginia 23806	(804) 524-5000	www.vsu.edu	4-year, Public
Virginia Union University	1500 N Lombardy St, Richmond, Virginia 23220	(804) 257-5600	www.vuu.edu	4-year, Private
Virginia University of Lynchburg	2058 Garfield Ave, Lynchburg, Virginia 24501	(434) 528-5276 x126	www.vul.edu	4-year, Private
Voorhees College	481 Porter Drive, Denmark, South Carolina 29042	(803) 780-1234	www.voorhees.edu	4-year, Private
West Virginia State University	Rte 25, Institute, West Virginia 25112-1000	(304) 766-3000	www.wvstateu.edu	4-year, Public
Wilberforce University	1055 N Bickett Rd, Wilberforce, Ohio 45384-1001	(937) 376-2911	www.wilberforce.edu	4-year, Private
Wiley College	711 Wiley Ave, Marshall, Texas 75670	(903) 927-3300	wileyc.edu	4-year, Private
Winston-Salem State University	601 Martin Luther King Jr Dr, Winston-Salem, North Carolina 27110-0001	(336) 750-2000	www.wssu.edu	4-year, Public
Xavier University of Louisiana	One Drexel Drive, New Orleans, Louisiana 70125-1098	(504) 486-7411	www.xula.edu	4-year, Private

Source: College Navigator-National Center for Education Statistics
http://nces.ed.gov/COLLEGENAVIGATOR/