

RECRUITMENT AND APPOINTMENT OF FULL-TIME PERSONNEL

I. PURPOSE

Describes responsibilities and procedures for recruiting, selecting, and appointing full-time personnel (faculty, administrative staff, and support staff)

II. BACKGROUND and/or LEGAL REFERENCES

WCJC's employment practices do not discriminate on the basis of race, color, religion, age, sex, national origin, ancestry, non-job-related handicap, place of birth, marital status, political conviction, or veteran status.

III. DEFINITIONS

See Regulation 91L, Categories of College Employees, for definitions of *faculty*, *administrative staff*, and *support staff*. See Regulation 461 for distinctions among *full-time* faculty, *part-time* faculty, and *adjunct* faculty. See 42 U.S.C. 2000e-2(a); 20 U.S.C. 1681; Texas Labor Code 21.051.

IV. POLICY

- A. All appointments of full-time employees on contract are made by the Board of Trustees upon the recommendation of the President.
- B. Part-time or temporary employees on contract may be initially appointed by the President with subsequent approval by the Board of Trustees at the earliest possible scheduled meeting of the Board. Part-time or temporary employees not specifically issued a contract are at-will employees.
- C. Non-contractual employees are appointed by the President. See Texas Education Code 130.82.

(POLICY APPROVAL: 7-2-90, Board of Trustees, amended 1-15-08)

V. PROCEDURES

A. Responsibility

Recruitment for new or vacant positions for persons who also sit on the President's Cabinet is the responsibility of the President. Recruitment for all other full-time contract personnel is the responsibility of the appropriate Cabinet-level officer (usually the supervising vice-president) or designée.

B. Recruitment Authorization

The responsible vice-president secures written authorization from the President to begin recruiting for all full-time or ongoing part-time vacancies, regardless of whether such vacancies are for contract or non-contract positions, by submitting a completed Recruitment Authorization Form (RAF).

C. Announcement of Vacancy

The vice-president or designee provides information for position announcements, media advertising, and other forms of recruitment publicity to the Human Resources Director (see Regulation 827, Recruitment Advertising). Guidance on Affirmative Action considerations should be obtained from the Human Resources

Director.

D. Search Committee

1. The supervising vice-president recommends a search committee and a chair to the president. Once the president approves the search committee, the supervising vice president notifies the chair and the committee of their appointment. The chair coordinates with the Human Resource Department all search committee meetings for all full-time contract positions. A representative from the Human Resources Department is required to attend all meetings.
2. Search committees are composed as follows:
 - a. *For Faculty Positions:* The committee consists of three to five faculty members representing, when possible, the area of expertise or related area. If the hiring department does not have sufficient members, then faculty members should be drawn from other departments within the same division. The committee also contains the department head and the division chair.
 - b. *For Division Chairs:* The committee consists of three to five faculty members from the division plus at least one other division chair and one representative from the administrative or support staff.
 - c. *For Cabinet-Level Administrators:* Search committees consist of at least two members of President's Cabinet, one division chair, two faculty members (if the vacancy is for an academic administrator) or one faculty member (if the vacancy is for a nonacademic administrator), one member of the support staff, and one member of the administrative staff (preferably from the Cabinet member's area of responsibility).
 - d. *For Other Administrative Staff:* The committee consists of three representatives from the administrative staff, preferably from the area being filled, and two faculty members.
 - e. *For Support Staff:* No committee is required.
3. The chair of the search committee serves as the liaison with the supervising vice-president, search committee, and the Human Resources Department. The chair is responsible for the functions of the committee and for arranging for telephone and/or in-person interviews.
4. Under the guidance of the Human Resource Director, the search committee completes screening forms, interview questions, conducts telephone interviews, and/or in-person interviews and makes recommendations to the supervising vice-president.
5. The search committee screens applications, reviews credentials, conducts telephone interviews, and makes recommendations to the supervising vice-president concerning candidates to be invited for in-person interviews. The supervising vice-president reviews these recommendations and approves the candidates to be interviewed.
6. The vice-president or his/her designée (e.g., the chair of the search committee) is responsible for arrangements for telephone and in-person interviews.

E. Hiring Process

1. The originator secures a Recruitment Authorization Form (RAF) from the forms list on the college intranet and completes this form as far down as the originator's signature box and date box and

- submits the form with a job description to the supervising vice-president.
2. The vice-president reviews, completes, and signs the RAF and forwards it to the Human Resources Department. The completed and signed RAF and job description are then forwarded to the president.
 3. The president approves or denies the RAF. If the RAF is approved, the president signs it and forwards it to the Human Resources Office. The president places the matter on the board agenda if board action is required.
 4. When the Human Resources Office receives the signed RAF from the president, the Human Resources Director posts the position vacancy notice, places advertisements as appropriate, (see Reg 827, Recruitment Advertising), receives applications from candidates, checks for minimum requirements and assembles an applicant pool.
 5. Upon notification that the RAF has been signed by the president, the supervising vice president or designee notifies the chairperson and search committee of their appointment.
 6. The Human Resources Department provides each member of the search committee with appropriate materials pertaining to the search, selection and hiring of a candidate and informs the committee that application materials or copies of application materials may not be removed from the Human Resources Department.
 7. The search committee discusses and prepares a list of candidates to be interviewed.
 - a. Normally travel reimbursement for candidates invited for personal interview is as follows: Candidates who reside more than 60 miles from the Wharton Campus are reimbursed for travel expenses unless the candidate withdraws from candidacy after the interview but before an intended offer is made or if the candidate is offered the position and does not accept.
 - b. All costs for on-site interviews are reimbursed based upon receipts and a completed Travel Expense Statement (See Reg 482) signed by the candidate and the supervising vice president.
 - i. The college reimburses candidates who drive to on-site interviews in accordance with the college's current mileage reimbursement rate.
 - ii. Candidates using air transportation are reimbursed for no more than coach fare.
 - iii. If necessary, the college arranges and pays expenses for one night's lodging. Any non-essential charges (e.g., personal telephone calls, move rentals) are not reimbursed.
 - iv. Costs for a maximum of three meals may be reimbursed in accordance with the college's current employee meal reimbursement rate.
 8. The committee chair arranges for interviews and the committee conducts interviews with the candidates.
 - a. Telephone, video conferences and in-person interviews may be conducted by the search committee. Telephone and video conference interviews assist the committee in determining which candidates should be recommended for inperson interviews. Those phone interviewees who credentials are considered strong enough following the interviews may be recommended

- for one-site interviews.
- b. Administrative and faculty interviews are recorded on audiotape. Faculty teaching demonstrations are recorded on videotape. The interviewees are advised in advance that they are being taped.
 - c. A representative from the Human Resources Department is present at all interviews for contract positions, whether via telephone or in person.
9. After all interviews are completed; the committee completes the Search Committee Recommendation Form and provides to the supervising vice president or designee a listing of all candidates judged by the committee to be qualified and capable for filling the position. In addition to this listing, the committee provides an evaluation of each candidate interviewed, whether found acceptable or not acceptable by the committee.
 10. The supervising vice president or designee selects from the pool of qualified candidates submitted by the search committee and determines who will receive an offer of employment.
 11. The supervising vice president or designee consults with the Human Resources Director to confirm the completion of criminal background check; reference checks and the Worksheet for Calculating Equated Experience (See Reg 838). If the supervising vice president or designee desires to negotiate a salary outside the pre-approved range, permission from the president is required.
 12. The supervising vice-president or designee completes a Personnel Action Form (PAF) and forwards the completed PAF to the Human Resources Department.
 13. The Human Resources Director reviews the completed PAF, attaches the required documents, and forwards the completed package through appropriate processes to the president.
 14. The president reviews and approves/disapproves the completed package. If approved, the president signs the PAF, includes a copy of the PAF in the board agenda, and sends the signed original PAF to the Human Resources Department.
 15. The supervising vice president or designee notifies the selected individual of the intent to employ and of the position's salary. The supervising vice president or designee advises the selected individual that approval from the board of trustees is required prior to a final offer.
 16. The Human Resources Department provides written notification to the selected candidate of intent to employ and notification of the search process completion to unsuccessful applicants.
 17. Written notification of intent to employ is handled by the Human Resources Director, as is notification to unsuccessful applicants that the search has been concluded. Upon approval by the board of trustees, the supervising vice president or designee notifies the selected individual of his/her confirmed employment.
 18. The Human Resources Director prepares and sends a Term Contract to the selected individual for him/her to sign and return within a specified time. After the new employee signs and returns the contract, it is then submitted to the chair of the board of trustees for signature. The original signed copy is filed in the employee's personnel file in the Human Resources Department.

VI. GUIDELINES

- A. Advertising for vacant positions is a centralized responsibility assigned to the Human Resources Director.

- B. The Human Resources Director is responsible for reviewing the search procedure and the candidates chosen for interviews to assure that qualified persons in protected categories have not been overlooked.
- C. Supervising administrators and search committees shall honor the college's commitment to affirmative action and equal opportunity and comply with laws, regulations, and college procedures to safeguard the confidentiality of materials pertaining to candidates for employment.
- D. Supervising administrators take into account the recommendations and advice of faculty and other colleagues and interested parties when making employment recommendations and decisions. Search committees are used whenever possible.
- E. The supervising vice-president consults with the president prior to conducting interviews to obtain authorization to discuss salary range with candidates if any possibility exists that actual salary may be anything other than routine placement on the appropriate salary schedule.

F. Duration of Contract

Normally, for the first three years of employment, contract employees are hired on one-year term contracts, after which such employees are eligible to be considered for two-year contracts; but the college reserves the right to contract with an individual employee for a longer or shorter term. (See Reg 892, Contract and Non-contract Employment).

G. Non-contract Personnel

Search committees are not required for non-contract personnel or for short-term contract personnel (such as a part-time faculty member hired to teach for a semester). However, such appointments still require the approval of the president or, in the case of short-term contracts, the approval of the board of trustees.

H. Appointing Authority

Candidates should be advised of official college policy vesting appointment authority in the board of trustees upon recommendation of the president. Only after receiving specific written authorization from the president may a vice-president make a binding offer of employment on behalf of the college. The vice-president's discussion of employment is strictly limited to a recommendation to the president and (in the case of contract positions) to the board of trustees that the individual be employed, and the candidate should clearly understand this limitation.

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