



BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Employment Practices**

Policy: **DC**

Subtitle: **Recruitment and Appointment of Full-Time Personnel**

Date Adopted: 08/01/2020

Purpose

This procedure describes responsibilities and procedures for recruiting, selecting, and appointment of full-time personnel (faculty, administrative staff, and support staff).

Procedure

A. Responsibility

Recruitment for new or vacant positions for persons who report directly to the President 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 designee.

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.

D. Search Committee

1. The supervising Vice President recommends a search committee and a chair to the President or designee. Once the president or designee approves the search committee, the Human Resources Department notifies the chair and the committee of their appointment. The chair coordinates with the Human Resources 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. 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 Dean of Human Resources, 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, and conducts all interviews.

E. Hiring Process

1. The originator secures a 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 Department. The president places the matter on the board agenda if board action is required.
4. When the Human Resources Department receives the signed RAF from the President, the Dean of Human Resources posts the position vacancy notice, places advertisements as appropriate, receives applications from candidates, checks for minimum requirements and assembles an applicant pool.
5. 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 are confidential.
6. The search committee reviews applications and prepares a list of candidates to be interviewed.
7. The Human Resources Department arranges for interviews and the committee conducts interviews with the candidates.
8. 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 in person interviews. Those phone interviewees whose credentials are considered strong enough following the interviews may be recommended for on-site interviews.
9. Administrative and faculty interviews are recorded. Faculty teaching demonstrations are recorded on videotape. The interviewees are advised in advance that they will be recorded.
10. A representative from the Human Resources Department is present at all interviews for contract positions.
11. 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 of 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.

12. 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.
13. The supervising Vice President or designee consults with the Dean of Human Resources to confirm the completion of criminal background check; reference checks and the Worksheet for Calculating Equated Experience. If the supervising Vice President or designee desires to negotiate a salary outside the pre-approved range, permission from the president is required.
14. The supervising Vice President or designee completes a Personnel Action Form (PAF) and forwards the completed PAF to the Human Resources Department.
15. The Dean of Human Resources reviews the completed PAF, attaches the required documents, and forwards the completed package through appropriate processes to the President.
16. 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.
17. 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 for contract positions prior to a final offer.
18. Written notification of intent to employ is handled by the Dean of Human Resources, 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.
19. The Dean of Human Resources 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.

Date Prepared: 08-14-20 RYB

Revised Date: 09-01-22 RYB