

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

HIRING FULL-TIME FACULTY
AND MANAGERIAL POSITIONS

Effective September 22, 2016

Procedure 3-02 (C)

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- (1) These procedures are designed for the hiring of full-time, Board-approved faculty and managerial administrators. The College utilizes a performance-based promotion plan and/or a competitive recruitment process to attract qualified applicants. This process is coordinated through the Human Resources Department.
- (2) Positions become available by Board of Trustees approval of a new position, replacement of a current Board of Trustees approved position, or through external funding. Once a position becomes available, the hiring manager must review the current job description on file with the Human Resources Representative and create a requisition in the Applicant Tracking System for appropriate approvals.
- (3) In most cases, after approval, vacancies will be posted according to Procedure 3-01 (F) (6). Hiring managers are encouraged to assist with the recruitment efforts and to refer candidates for the formal application process. Internal employees who wish to apply for a posted vacancy must submit an application and resume. Newly hired employees (less than 1 year) or employees who have voluntarily transferred from one position to another may not apply or transfer for one year from the date of hire or transfer to their current position without the approval of their manager and Human Resources. Based on the College's commitment to hiring qualified candidates, only those candidates meeting the minimum qualifications as defined in the job description may be granted an interview. The previous Columbus State Community College employment record of an internal candidate is considered part of the application.
- (4) The decision to advertise externally in addition to the posting process is made by the Human Resources Department in collaboration with the hiring manager. All advertisements for vacancies are approved and processed by the Human Resources Department. A variety of recruitment efforts are used to attract a qualified and diverse pool of applicants.
- (5) All applications for vacant positions are received through the Human Resources Department's Applicant Tracking System where the applicant pool is reviewed by the hiring manager for minimum and preferred qualifications as defined by the job description.

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- (6) Concurrent with the posting and advertising process, the hiring manager will make recommendations for members of the search committee (see the guidelines for search committee composition that follow). Recommendations must be reviewed and approved by the Dean, Associate Vice President, Vice President, Senior Vice-President, and Human Resources.
- (7) Once the committee has been approved, the hiring manager will designate a committee chairperson, invite the committee members to serve, and schedule the first meeting for the committee to be briefed by Human Resources on the recruitment and selection process. The committee members are given their official charge by the hiring manager.
- (8) The search committee must review all resumes in the pool and forward the names of the candidates to be interviewed to the Human Resources Representative, who will review the selections to ensure a diverse slate was put forward. Hiring managers should make every attempt to interview multiple candidates, depending on the size of the applicant pool, to ensure it selects a diverse pool of candidates.
- (9) The Human Resources Department or search committee chair will contact the candidates and coordinate the interview process through the Applicant Tracking System.
- (10) After completion of the interview process, the chair will forward the selected final candidates to the hiring manager and Human Resource Representative in an unranked order for further interviews.
- (11) The final candidate for faculty and managerial positions will be selected as follows:
 - (a) The final candidate for faculty positions will be selected after a consultative meeting with the committee Chairperson, Dean, and Senior Vice President of Academic Affairs. With approval of the President, the hiring decision rests with the Senior Vice President of Academic Affairs.
 - (b) The final candidate for managerial positions (Chairperson, Dean, Director I, Director II, Executive Director, Associate Vice President, Vice President, and Senior Vice President) will be selected after a consultative meeting with the committee chairperson, the hiring manager, Vice President/Senior Vice President, and the President. Vice President/Senior Vice President and the President. The hiring decision rests with the Vice President/Senior Vice President and/or the President.

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- (c) The final candidate for all other supervisory positions (Administrator, Assistant Director and Supervisor I/II) will be selected after a consultative meeting with the committee chairperson, the hiring manager, and the Vice President/Senior Vice President. With approval of the President, the hiring decision rests with the Vice President/Senior Vice President.
 - (d) All reference checks on final candidates are conducted by either the hiring manager or the Human Resources Department. Background checks are conducted by Human Resources and may include requesting recommendations, verifying past employment, criminal background checks, educational credentials, drug screening, motor vehicle record checks, skills testing, and behavioral testing.
- (12) A position may be re-opened/re-posted at any point in the search process if it is evident that the pool is not sufficient in terms of diversity of candidates, decreased pool or qualifications. If the search is re-opened/re-posted, or if a new position becomes available in the same classification (or discipline) within 120 days (CSEA and FOP follow an alternative timeframe) after the committee forwards its recommendations to the next level, the hiring manager may use the same committee and the same pool of candidates, in addition to any new applicants who may apply. The position may be re-posted and advertised externally as needed. The Human Resources Department will notify all existing candidates of the process.
- (13) Once a candidate has been selected for hire, the hiring manager will notify the Human Resources Representative, extend a verbal offer of employment contingent on pre-employment checks and establish a start date and salary. Salary will be determined as set forth in Procedures 3-02 (G), 3-02 (H) and 3-01 (F).
- (14) The Human Resources Representative will initiate the written, contingent offer letter and route it for approvals through the Applicant Tracking System.
- (15) Every attempt will be made to notify candidates of their standing in a timely manner during the search. Notification must be sent to all candidates by the hiring manager at the conclusion of the search by either changing the applicant's status in the Applicant Tracking System, or by direct contact. Internal candidates applying for a full-time position should be given the courtesy of a personal notification by the hiring manager if not selected for an interview or hired for the position.

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- (16) In any search, committee membership may be expanded at the hiring manager's request to include additional faculty, management, staff, students or community members.

**SEARCH COMMITTEE MEMBERSHIP GUIDELINES
FOR FULL-TIME FACULTY POSITIONS**

The hiring manager with the vacancy will be responsible for forming the search committee with assistance from the Human Resources Department. The committee membership will be diverse and the members will be appointed as follows:

- Chairperson of department (will serve as the committee chair)
- Three to five tenured faculty members (if available) from the department with the vacancy. In the rare case that the only faculty with proper expertise in a content area are non-tenured, the departmental faculty may choose to select a non-tenured faculty member. The process for selecting these faculty members will be established and implemented by the department's full-time faculty; and
- One tenured faculty member and/or a manager from outside the department appointed by the College.

The committee will choose up to three candidates per vacancy. The Dean will meet with the department chairperson and one or more of the department faculty on the committee to discuss the committee's recommendation. After the hiring decision is made and upon request of the committee, the Dean will meet with the committee to discuss the decision.

If another tenure-track faculty position becomes available in the same department within 90 days of the completion of a hiring committee's work, and that committee has appropriate expertise, that committee may be reconvened to choose up to three candidates for the new position from the original candidate pool, a new candidate pool, or a combination of both as determined by the committee.

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**SEARCH COMMITTEE MEMBERSHIP GUIDELINES
FOR ANNUALLY CONTRACTED FACULTY (ACF)
POSITIONS**

Annual Contract Faculty (ACF) will be hired through a modified departmental search process consisting of the department chairperson and up to three tenured faculty members from the department. The process for selecting the faculty committee members will follow the guidelines established by the department's full-time tenure track faculty and implemented by the chairperson.

**SEARCH COMMITTEE MEMBERSHIP GUIDELINES FOR
MANAGERIAL AND SUPERVISORY**

The hiring manager with the vacancy will be responsible for forming the search committee and appointing a committee chairperson with assistance from the Human Resources Department.

The committee membership for academic Chairperson and Dean searches will be diverse, and the members will be appointed as follows:

- One manager from the division/functional area with the vacancy
- One manager from another division/functional area
- One faculty member from the department
- One faculty member from another division
- One staff member
- One student (optional)

The committee membership for all other managerial and supervisory searches will be diverse, and the members will be appointed as follows:

- One manager from the division/functional area with the vacancy
- One manager from another division/functional area
- One staff member from the division/functional area with the vacancy
- One staff member from another division/functional area
- One faculty member
- One student (optional)

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Finalists for Dean-level positions and above (Director II, Executive Director, Associate Vice President, Vice President, Senior Vice President or In-House Counsel) will participate in a variety of campus meetings and open forums, which will be coordinated by Human Resources, in addition to the search process.

Last Effective Date: June 1, 2010
August 21, 2000