

HIRING PRACTICES

DC
(REGULATION)

PROCEDURES

The following procedures will be followed in recruiting and selecting applicants for faculty/professional positions:

1. The office of the coordinator of administrative services will be designated as the place where all applications for employment will be disbursed, received, and kept on file for three years.
2. The coordinator of administrative services must be notified of all new or vacant, full-time positions to be filled before recruitment will commence.
3. An official job announcement will be developed with the cooperation of the affirmative action coordinator, appropriate dean, and chairperson or supervisor.
4. All job announcements will be disbursed by the coordinator of administrative services to a comprehensive list of sources: newspapers in the service area, professional publications, college and university job placement centers, and if available, online computer services. Position vacancy notices will be posted on bulletin boards in the following locations: administration building, business office, and printing center.
5. Only completed application files, including those from full-time employees, will be considered by the coordinator of administrative services. All completed application files received for a specific position vacancy notice will be available for review by the appropriate dean and other search committee members. All complete application files received will be kept on file for three years.
6. Application files will be screened by a search committee and a personal interview will be conducted with selected qualified applicants. The search team will consist of the appropriate dean, division chairperson (or supervisor), and the College President or a representative selected by the College President.
7. Filling positions by internal promotions or transfer of College District employees is most desirable to encourage employees to obtain further education and training for advancement. When internal promotions or transfers are possible and desirable, advertising will not be necessary. The internal application process may be implemented. If a position is not filled by internal promotion or transfer, the procedures listed at items 8 and 9 related to external posting will be followed, as applicable to the position.

8. A professional position will be open for internal applications for ten working days. If the position is not filled with an internal applicant, the position will be open to external candidates for a period not less than 30 days, unless circumstances require immediate employment to fill unfinished terms or sudden resignations. Application closing dates may be extended to achieve the College District's employment goals. Vacancy notices may include "until filled" to allow additional time to increase the pool of qualified applicants. The search committee will make the decision to allow additional time or pursue other sources to reach applicant objectives.
9. Non-professional positions will be open for internal applications for ten working days. If the position is not filled with an internal applicant, the position will be open to external candidates for a period of not less than 15 days unless circumstances require immediate employment to fill unfinished terms or sudden resignations. Application closing dates may be extended to achieve the College District's employment goals. Vacancy notices may include "until filled" to allow additional time to increase the pool of qualified applicants. The search committee will make the decision to allow additional time or pursue other sources to reach applicant objectives.
10. The appropriate dean will make the offer of employment to the successful candidate.
11. The College District may need to hire non-tenure track full-time instructors on a semester-by-semester basis according to need. These instructors will be at-will employees with full salary and benefits for the duration of each semester of employment.