


PROCEDURE MANUAL

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		Last Revision Date: 11/26/2014	
		Effective Date:	
Section		Subject	Title Search Process

PURPOSE

The purpose of this policy is to establish an orderly and consistent process in the search and selection of qualified people for Delta Community College. Selection of faculty and staff is one of the most important factors contributing to the success of Delta. It is the intent of this policy to provide uniformity to the recruiting and hiring process consistent with legal guidelines and generally accepted management principles.

1. Guidelines

Delta Community College adheres to the LCTCS policy on Search Committees in Hiring – For All Employess (policy # 6.032):

Committee Requirement Based on Position Level

- A search committee is required for all full time faculty positions
- A search committee is required for all administrative positions at director level or above
- A search committee is encouraged to be used for part time and adjunct positions
- A search committee is encouraged to be used for all other positions

External vs. Internal Posting

- Chancellor positions require posting in a minimum of one newspaper, The Community College Week, Black Issues in Higher Education, The Chronicle of Higher Education and the Community College Times
- All positions at levels that require a search committee are required to be posted externally and/or internally, as determined by the Chancellor. At minimum, the position must be posted on the institution’s website for no less than 10 working days.
- All positions at levels for which a search committee is encouraged are required to be posted internally, as defined by the institution. At minimum, a bulletin board posting is required, for no less than 10 working days. It is encouraged that all positions are posted on the institution’s intranet and website for no less than 10 working days.

- Internal transfer and promotional opportunities must be approved by the Chancellor with concurrence of the LCTCS President.

Composition of the Committee

- The committee will be comprised of no less than three members
- The committee will reflect the diversity of the community and the student population.
- Subject matter experts and those with knowledge of the discipline are to be represented on the committee.

Duties of the Committee

- The search committee is a recommending body to the hiring authority.
- It is the responsibility of the institution's Human Resources department, alone or in conjunction with technical/academic experts, to receive and screen application materials to ensure that candidates meet minimum qualifications and credentials.
- The hiring department may then further screen the applicant pool that meets minimum qualifications to obtain a pool of highly-qualified applicants meeting preferred qualifications.
- The pool of screened applicant candidate materials will be forwarded to the search committee for their determination of candidates to be interviewed.
- The hiring department and/or committee will develop standard questions that will be asked of all candidates interviewed.
- The committee is encouraged to recommend for further consideration no less than two unranked candidates to the hiring authority.

Duties of the Institution

- The institution must determine the designated "authorized salary offerer" (such as human resources), who must approve all offers before they are made on behalf of the institution.
- The institution must determine the officer who reviews and approves the diversity of the search committee.

Emergency / Interim Appointments

- All emergency/ interim appointments require the approval of the Chancellor.
- All emergency/ interim appointments must have an identified beginning and ending day for the appointment
- The length of time of an emergency/ interim appointment shall not exceed one year, unless otherwise approved by the LCTCS President.

Movement from an emergency/interim appointment to a regular appointment is not guaranteed. A regular appointment is subject to the posting and search committee guidelines as outlined in this policy.

2. Procedures

Position Justification and Approval

Unclassified Positions

- New positions should be requested during the budget process. Hiring managers will use the Employee Requisition Form to make requests to the appropriate Cabinet Member.
- The Chancellor gives final approval on all new hire requests, and then submitted to the Executive Director of Human Resources with approval to post.
- When positions become vacant, hiring managers will use the Employee Requisition Form to make requests to refill the position to the appropriate Cabinet Member.
- The Chancellor gives final approval on all vacant position requests, and then submitted to the Executive Director of Human Resources with approval to post.

Classified Positions

- New positions should be requested during the budget process. Hiring managers will use the Employee Requisition Form to make requests to the appropriate Cabinet Member.
- The Chancellor gives final approval on all new hire requests, and then submitted to the Executive Director of Human Resources with approval.
- The Executive Director of Human Resources will submit an SF-3 to Civil Service for approval to create a new position.
- When positions become vacant, hiring managers will use the Employee Requisition Form to make requests to refill the position to the appropriate Cabinet Member.
- The Chancellor gives final approval on all vacant position requests, and then submitted to the Executive Director of Human Resources with approval to post.
- If there is an update to the vacant position, the Executive Director of Human Resources must submit an SF-3 for approval.

Selection of Search Committee

- For Director positions and above, the hiring manager will make his/her recommendation of committee members to the Chancellor
- All other positions, the hiring manager may make his/her recommendation to the Executive Director of Human Resources

Appointment Recommendations

- Appointment recommendations will come from the hiring manager and up through the chain of command in his/her designated area.

- The Cabinet Member in the designated area will send the recommendation to the Chancellor for review and approval.
- The Chancellor makes the final approval on all appointment recommendations.
- The Chancellor will forward the approval to the Executive Director of Human Resources for a salary recommendation.
- The Chancellor will approve the final salary recommendation.
- The Executive Director of Human Resources will call and make the final offer to the selected candidate.