



OPERATING PROCEDURES

SUBJECT: **VACANCY PROCEDURES- ADMINISTRATIVE & PROFESSIONAL**

Administrative and Professional Search Process

- The appropriate dean/vice president and the Director of Human Resources, appoints a search committee and committee chair.
- The chair calls an initial meeting of the committee members, along with the Human Resources Director/Equity Coordinator. This is a meeting during which the chair issues a charge to the committee, provides guidance, and answers questions. The Human Resources Director/Equity Coordinator can then conduct a short training session and answer any questions the committee members may have about the process. When arranging the initial meeting, the chair should ask for members to bring their calendars to avoid scheduling delays.
- The Search Committee develops the following items:
 - Timetables for screening and interviewing
 - Screening tool
 - Interview questions
 - Parameters for teaching presentations
 - Uniform rating tool
- Human Resources completes the initial screening of applications for minimum qualifications.
- The Search Committee reviews the applicant's written application and other submitted materials, and recommends a list of applicants for interviews to the appropriate Dean/Vice President, and the Equity Coordinator.
- Once the list of interviews has been approved, the committee will submit a schedule with specific times/dates for the interviews to Human Resources to arrange the interviews.
- The Search Committee conducts interviews. Required presentations shall demonstrate the applicant's oral communication proficiency, if applicable.
- The President and/or Vice President of Academic Affairs may request to interview all candidates interviewed by the Search Committee.
- The Search Committee submits a list of recommendations for hiring to the appropriate dean/vice president. (Recommendations should be unranked and should include only those individuals the Search Committee would be willing to hire.)
- References are checked by the committee and/or Human Resources prior to job offer.
- Final selections are made by the appropriate Dean/Vice President and approved by the President.

Once approved, the hiring supervisor and/or chair calls the finalist and makes an offer. Once the finalist accepts, the hiring supervisor and/or chair personally calls the interviewees to inform them that they were not selected. This adds a personal touch to the selection process. Human Resources notifies all other applicants in writing that the position has been filled. All recommendations for employment are approved by the Board of Trustees.