



OPERATING PROCEDURES

SUBJECT: **VACANCY PROCEDURES- FACULTY**

Faculty Search Process

- The Vice President of Academic Affairs, in consultation with the President, the Director of Human Resources, and the appropriate Dean/departments chair, 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 and insures all applicants meet the minimum qualifications established by NWF State College and the Southern Association of Colleges and Schools:
 - Timetable for screening and interviewing
 - Screening tool
 - Interview questions
 - Parameters for teaching presentations
 - Uniform rating tool
- Human Resources will complete the initial screening of applications for minimum qualifications.
- The Search Committee reviews the applicant's written application, letter of experience, educational philosophy, and other submitted materials, and recommends a list of applicants to interview to the Vice President of Academic Affairs 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, who will then schedule the interviews.
- The Search Committee conducts interviews. The required presentations shall demonstrate the applicant's oral communication proficiency.
- 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 Vice President of Academic Affairs and the President. (Recommendations should be unranked and should include only those individuals the Search Committee would be willing to hire.)
- References are checked by committee or Human Resources prior to job offer.
- Final selections are made by the President and Vice President of Academic Affairs.

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.