



Title: Policy on the Recruitment and Hiring Process

Effective Date:

Last Revision Date: Feb 2019

Cancellation:

Department/Office: Human Resources

Policy on the Recruitment and Hiring Process

PURPOSE

Nunez Community College is committed to the recruitment and hiring of exceptional faculty and staff who exemplify the best talent available.

SCOPE

The intent of this policy is to establish minimum selection and search committee guidelines for Nunez Community College in the hiring process.

POLICY

Nunez Community College is committed to the recruitment and hiring of exceptional faculty and staff who exemplify the best talent available. Nunez is committed to promoting diversity and inclusiveness in our endeavors. We are dedicated to recruiting a diverse staff and faculty and encourage individuals of all backgrounds to consider a Nunez career. Towards that end, external job postings and broad search parameters are encouraged whenever feasible and appropriate. We also respect the commitment and service of current faculty and staff and encourage their participation in all opportunities for advancement at Nunez. The intent of this policy is to establish minimum selection and search committee guidelines for Nunez Community College in the hiring process. All unclassified hiring decisions are subject to the review of the LCTCS Board of Supervisors.

Search Committee Requirement Based on Position Level



- A search committee is required for the System President position and all College Chancellor and Director positions
- 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

System President, College Chancellor and Director Positions

System President, College Chancellor and Director positions require posting in a minimum of two print or online publications such as a newspaper, or national higher education publication, or a combination thereof, as well as on the Nunez website. At least one of these publications should be dedicated to or have a primary focus on minority issues. Postings of System President, Chancellor and Director positions shall be for at least 10 calendar days.

All Other Positions:

All other positions at levels that require a search committee are to be posted externally and/or internally, as defined by the institution. At minimum, the position must be posted on the Nunez website for no less than seven calendar 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 at each location or online posting on the Nunez website is required, for no less than seven calendar days. All applications must be accepted, reviewed and considered. An internal transfer within the same college, or within the System Office, may be made of an ongoing employee in a regular position into another position within the same institution without posting that position as long as the transfer is without an increase in pay and the employee meets the minimum qualifications of the new position. A transfer from Nunez entity of an active employee in a regular position into another position at a different Nunez entity without posting that position may be made as long as the transfer is without an increase in pay, the employee meets the minimum qualifications of the new position, and both the giving and the receiving appointing authority approve the action.

Composition of the Search 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 Search Committee and the Human Resources Department

The search committee is a recommending body to the hiring authority. The institution's Human Resources department, alone or in conjunction with technical/academic experts, is responsible for receiving and screening application materials to ensure that candidates meet minimum qualifications and credentials. The Human Resources Department or 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. A set of standard questions will be asked of all candidates interviewed. The committee is encouraged to recommend for further consideration no less than three unranked candidates to the hiring authority.

Emergency / Interim Appointments

- All emergency/interim appointments require the approval of the Chancellor or the LCTCS President for such appointments at the System Office.
- 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 Chancellor. Continuing to appoint the same individual to emergency/interim appointments, even if two different positions, may be viewed as an effort to circumvent this policy and should be discussed with the System President, receive his approval, and be reported to the Board of Supervisors.
- An emergency appointment should be used only to temporarily replace an employee out for an extended period of time, to address an emergency situation, or to temporarily fill a critical position.
- 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.

Exceptions




Policy & Procedure No. 6.032
Nunez Community College

Requests for exceptions to this policy may be submitted to the Chancellor for approval along with specific and compelling written justification.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Human Resources	Nov 2018	10-15-2019
X	College Compliance Committee	10-8-2019	10-15-2019
X	Chancellor's Council	10-15-2019	10-15-2019

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Chancellor's Signature/Approval

SIGNATURE: 
Chancellor

DATE: 10-15-2019