

South Central College Hiring and Search Guidelines

Introduction

A thorough and affirmative search must be conducted when filling positions of instruction, support, and administration. Such a search includes not only widespread publicity of the open position, but also efforts to encourage qualified women and minorities to apply. South Central College has maintained a longstanding commitment to the principle and practice of equal opportunity wherein all personnel actions are taken without discrimination based on race, color, religion, sex, age, national or ethnic origin, sexual orientation, citizenship status or national origin, marital status, disability, or status as a Vietnam era or disabled veteran. Through adherence to this commitment, South Central College endeavors to promote diversity and to put opportunity within the reach of all. The College has developed affirmative action plans to further these objectives and to comply with federal legislation and regulations. In the following section, we have outlined numerous components of the search and selection process.

Beginning the Search Process

Hiring Supervisor

The hiring and search process begins with a mandatory meeting with the hiring official and Vice President of Human Resources and Organizational Development.

This meeting is to discuss the hiring process prior to filling a vacancy in a department, whether from a separation of an employee, or through the creation of a new position (an old job that was restructured or a job created for new areas or demands). If a new position must be created, the department is required to submit the on-line Position Request Form (PRF) and position description on the MnSCU template to Human Resources (or OIED for faculty positions).

Purpose of Advisory Committee

The committee is advisory to the hiring supervisor and/or designee. The first step in the recruitment process is the appointment by the dean, director, department head or other hiring officer of a chair of the search advisory committee to oversee the search process. The chair, with the assistance of the appointed HR support staff, is responsible for ensuring the submittal of the appropriate electronic forms during the search, corresponding with applicants and the hiring official, and maintaining search records.

The Affirmative Action Officer must approve any requests for exceptions in advance of implementation. This process applies to the advertisement, recruitment, nomination, evaluation, and recommendation of candidates for all positions of South Central Colleges (i.e. administration, faculty, and staff). These implemented guidelines are in alignment and consistent with Minnesota Colleges and Universities Board Policy 4.2.

The Office for Institutional Equity and Diversity requires that all search advisory

committees schedule an OIED and HR (Employment Specialist) sponsored orientation to familiarize themselves with aspects of equal employment practices, as well as the mechanics of the search process. This will greatly decrease process errors as well as reduce the potential for unlawful conduct. Contact the Office for Institutional Equity and Diversity (389-7219) for further information and to schedule an orientation, as soon as possible, after the search committee has been appointed and prior to accessing any applications or interview materials.

The advisory committee performs responsibilities that the hiring supervisor or chair requests. Typical responsibilities include screening applications, interviewing, and evaluating candidates in confidential interviews and conducting an on-site public interview process (forums) with candidates. The committee provides feedback and forwards recommendations to the hiring supervisor and/or designee from those interviews. Compliance with the search process is mandatory.

Exclusion of Candidates

No candidates may participate in any subsequent step of this process.

Chair

The hiring supervisor or designee shall serve as the chair of the search advisory committee. The chair will provide leadership, facilitate meetings, develop appropriate questions, and conduct interviews. The search chair serves as the primary liaison to the vice president of human resources and organizational development to ensure that the work of the committee and human resources representative is conducted with the interests of the South Central College in mind, particularly as it relates to diversity and EEO principles.

Ex-Officio Members

A human resources liaison will also be appointed to assist the search chair in the planning and organization of committee meetings, development of interview questions, and scheduling candidate interviews. This liaison is typically the vice president of human resources and organizational development or human resources designee. The liaison will have administrative responsibility and serve as the affirmative action officer for the search and will maintain all records and correspondence for the search.

Advisory Members

All members of an SCC advisory committee must agree to maintain confidentiality during the entire search, disclose if they have a friend or family member applying for the position, and interview process, as well as, refrain from holding any outside discussions regarding the meetings, interviews, the candidates, or any other confidential information. The committee members are expected to take an active role in all aspects of the search for qualified candidates. Human Resources will be responsible for notifying and coordinating with each bargaining unit within one week of the approved position, the name of their representative. The advisory committee consists of

nominated, volunteers, and/or appointed members by their respective union official to serve. This advisory committee membership should include at a minimum a representative of the following:

SCC Administrator;

Diversity committee member;

Member from each represented union (i.e., AFSCME, MAPE, MMA, and MSCF) shall be from a differing department of the hiring supervisor and/or designee.

Members of the commissioners plan, community leaders, and student senate members may be included when deemed appropriate by the hiring supervisor and/or designee. In addition to the aforementioned members, each hiring supervisor may include other members within their respective departments to be on the committee. Each hiring supervisor is responsible for consulting with their respective cabinet member, which may involve a second interview for the candidate(s) recommended by the advisory committee.

All advisory committee members shall attend a group orientation facilitated by a Human Resources representative before the process begins to familiarize themselves with aspects of equal employment practices, as well as the mechanics of the search process, view hiring videos, and sign all application agreements (i.e., Confidentiality, Disclosure Statement, Ethics). This will greatly decrease process errors as well as reduce the potential for unlawful conduct. Contact Human Resources (389-7209) for further information and to schedule an orientation as soon as possible after the search committee has been appointed, or at least prior to interviewing candidates. The advisory committee will be utilized for all open positions within the college, with the exception of adjunct faculty that is hired on a semester-to-semester basis by department chairs and deans.

General Search Procedures

Announcement

Human resources and/or a search firm shall advertise a vacancy announcement, inviting applications and nominations. The notice of vacancy, containing the responsibilities, skills, abilities, and qualifications for the position, shall be available to all persons making application or who have been nominated for the position.

Equal Opportunity and Affirmative Action

South Central College is an equal opportunity employer. All aspects of the search process shall be conducted in accordance with equal opportunity principles and affirmative action guidelines. Affirmative techniques will be used to enrich the candidate pool and ensure diversity.

The Affirmative Action Officer or designee meets with each advisory committee to go over procedures for a properly conducted recruitment and selection process. The

Affirmative Action Officer also discusses the representation of protected groups in the pool of qualified applicants.

Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Search advisory committee members are required to maintain strict privacy of all applicant data and other information received in the search process. Only those candidates chosen for an interview by the appointing authority are considered finalists. The release of information about semi-finalist candidates will be made by written request to human resources and only after consultation with the president and vice president of human resources and organizational development and only after receiving a signed release from the candidate.

Position Duties and Qualifications

The position description and vacancy announcement must include a clear statement of the essential functions, duties and responsibilities of the position. It must also state the qualifications required for the position, as well as qualifications that are preferred.

Both the hiring officer and the search committee members should understand that they must follow the required qualifications closely when reviewing candidates. Applicants who do not meet the minimum advertised qualifications should not be considered for the position.

Consider each of the following items when developing a position description:

- Title
- Duties (teaching, advising, program development, supervising, etc.)
- Research and publications
- Curriculum development
- Fund raising
- Public relations
- Budgetary responsibilities
- Grant writing

The following items should be considered in developing position qualifications:

- Formal education and degree requirements
- Years of experience
- Licensure
- Any specific previous experience (e.g., post-doc appointment, computer skills, writing/ presentation skills, etc.)
- What is REQUIRED? By contrast, what is DESIRABLE or PREFERRED? (No specific job task should be on included, please contact HR for sample).

Evaluation Materials

All rating forms and written materials used by the search advisory committee during the

evaluation and interview process shall be retained in a secure manner and become the sole property of South Central College. Upon completion of the search, the human resources office liaison will retain all materials consistent with the South Central College records retention schedule. The release of information about candidates will be made by written request to human resources and only after consultation with the president and vice president of human resources and organizational development and only after receiving a signed release from the candidate.

Site interviews

A short list of candidates will be interviewed by the search advisory committee in a confidential location. The search chair, in consultation with the human resources office liaison and committee, will develop a list of behavioral-based questions which will be asked of each candidate during site interviews. The human resources liaison will coordinate the collection and compilation of all feedback and provide to the president. The search chair and human resource liaison shall provide a summary of the feedback to the president regarding candidates interviewed on campus. This summary will include information gathered about the candidates from all phases of the process, including the site interviews, references, and background checks.

President Interviews

The president and/or designated cabinet member will interview candidates forwarded by the search advisory committee.

Forums

Public forums shall be held in the college for all administrative semi-finalist candidates.

Appointments & Recommendations

South Central College President shall have final appointing authority for all positions. Additionally, each hiring supervisor and/or designee must consult with their respective cabinet member and Vice President of Human Resources and Organizational Development regarding recommendations from the advisory committee of finalist and/or next steps prior to the extension of an offer.

Note: *These guidelines should be used in conjunction with the Managing The Search Process Tool located in the Human Resources Office and currently being revised.*