

## *South Central College Search Advisory Committee Guidelines*

### ***Purpose***

The committee is advisory to the hiring supervisor and/or designee. The committee performs those responsibilities that the hiring supervisor 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. The Affirmative Action Officer must approve any requests for exceptions in advance of implementation. This process applies to the 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.

### **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 an orientation facilitated by a Human Resources representative before the process begins to view hiring videos and sign all application agreements (i.e., Confidentiality, Disclosure Statement, Ethics). 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.

##### ***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 shall consult with their respective cabinet member regarding recommendations from the advisory committee 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.*