

South Central College Search Advisory Guidelines (DRAFT)

Purpose

This process applies to the recruitment, nomination, evaluation, and recommendation of candidates for administrative positions of South Central Colleges. These implemented guidelines are in alignment and consistent with Minnesota Colleges and Universities Board Policy 4.2.

Exclusion of Candidates

No administration candidate may participate in any subsequent step of this process.

College or University Search Advisory Committee

Purpose

The committee is advisory to the president. The committee performs those responsibilities that the president requests. Typical responsibilities include recruiting candidates, screening applications, interviewing candidates in confidential interviews and conducting an on-site public interview process (forums) with candidates. The committee provides feedback to the president from those interviews.

Chair

The president will appoint a chair of the search advisory committee who will provide leadership and facilitate meetings and interviews. The search chair serves as the primary liaison to the president to ensure that the work of the committee 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 and candidate interviews. This liaison is typically the chief human resources officer or human resources designee. The liaison will have administrative responsibility and serve as the affirmative action officer for the administrative search and will maintain all records and correspondence for the search.

General Search Procedures

Announcement

An administrative vacancy announcement, inviting applications and nominations, shall be advertised by human resources and/or a search firm. 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 administrative 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.

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 received in the search process.

Only those candidates chosen to be interviewed by the appointing authority are considered finalists. The release of information about semi-finalist candidates will be made by the search chair after consultation with the president and human resources office liaison 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. Upon completion of the search, the human resources office liaison will retain all materials consistent with the South Central College records retention schedule.

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, with at least one (1) and up to three (3) members of the Cabinet, will interview any or all of the candidates forwarded by the search advisory committee.

Appointment

Appointment to an administrative position shall be made by South Central College President.