

Policy: **Hiring of Administrative, Teaching & Professional Staff**

Policy Number: **I-13**

Responsible for Policy: Human Resources

Approval Date: October 2010

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Policy Statement

In compliance with federal, state, and State University of New York policies and regulations, Finger Lakes Community College will conduct full and open searches prior to filling professional vacancies. Consistent search procedures will be followed in all searches. Final hiring authority rests with the College President.

Search committees will be established for all full-time, permanent administrative, faculty and professional staff positions. Composition of search committees will be based on guidelines commensurate with the open position, as outlined in the search and selection process. Search committee members must complete an orientation program, which includes information on the search and selection process and the college's Affirmative Action Plan. All search committees are expected to adhere to the college's established search and selection process.

The Equal Employment Opportunity Commission's "Guidelines of Employment Selection Procedures" prohibits any job qualifications or selection standards, which disproportionately screen out individuals protected by Title VII of the Civil Rights Act unless (1) the qualifications and standards are job related, and (2) no other non-discriminatory standards can be developed to meet requirements shown to be justified by institutional need. Advertisements for college positions and criteria used by search committees to screen applicants will include required job qualifications, which are consistent with the skills and abilities needed to carry out the job effectively as outlined in the job description as approved by the Board of Trustees.

Travel reimbursement is available for candidates for Cabinet level positions.

Occasionally, special circumstances may occur that prevent a full search. In such cases, a request for a waiver of search procedure must be submitted to the Director of Human Resources for review. All waiver requests require approval of the College President.

Definitions

None

Reason for Policy

This policy ensures fair and legal hiring practices for all FLCC employees.

Applicability of the Policy

All Human Resources staff members, President's Cabinet members and college employees involved in the hiring process should be familiar with this policy.

Related Documents

- Equal Employment Opportunity Commission, "Guidelines of Employment Selection Procedures"
- Title VII of the Civil Rights Act
- FLCC Affirmative Action policy

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Procedures

1. College departments recruiting for a faculty or professional position must obtain written approval from the appropriate Cabinet officer, the Vice President of Administration and Finance, and from the College President prior to conducting a search, using an Employment Requisition form.
2. The appropriate Cabinet officer may delegate to the division or department chair the responsibility for selecting a search committee and identifying a committee chair. Search committee membership must be approved by the Cabinet officer before moving forward with the search process. At least one member of the search committee must be from outside the department or office of the position being searched. For the recruitment of Finger Lakes Administrative Group (FLAG) members, the search committee shall include at least one member from civil service, the teaching faculty and the professional staff to be selected by the respective bargaining units. An Affirmative Action Committee member serves on each search as a voting member.
3. The Director of Human Resources or designee supports each search and is responsible for providing AA & EEO information and assisting the search committee throughout the search process.
4. The search committee meets with the appropriate Cabinet officer and the Director of Human Resources or designee to review the college's hiring process, as outlined below.
5. The Director of Human Resources coordinates the advertising plan for all positions and works with the search committee chair to ensure that advertisements accurately reflect position requirements. The Human Resources Office will document good faith efforts to use non-traditional resources to seek candidates who offer a diverse perspective, as outlined in the college's Affirmative Action Plan.

Hiring Process:

1. The search committee (including the Director of Human Resources or designee) reviews the position's established duties, responsibilities and qualifications, which are outlined in the job description, as approved by the Board of Trustees. The committee establishes selection criteria and creates a rubric that can be used to screen candidates objectively based on the established criteria. The committee develops legal standardized interview questions to be asked of each candidate to be interviewed.
2. The Human Resources Office sends a written acknowledgement (email) to each applicant within one week of when the application is received. Applicants who do not meet stated minimal academic qualifications are screened by the Human Resources office and are notified by HR.
3. The search committee members review packets from candidates individually, and evaluate each applicant's qualifications using the rubric created by the committee. Using the rubric, candidates may be given a numerical score by each committee member.
4. The search committee should interview (by telephone, electronically or in person) no fewer than six qualified candidates. The Human Resources Office schedules the interviews with the candidates selected by the committee. Each member of the search committee should be present at every interview.

5. The search committee identifies at least three candidates as finalists. The chair of the committee checks references for each candidate. A summary of each finalist's strengths and weaknesses, along with reference information, is forwarded, unranked, to the appropriate Cabinet Officer.
6. The Cabinet Officer reviews all materials from the search committee, interviews the final candidates (by telephone, electronically or in person) and prepares a recommendation for the College President. The Cabinet Officer consults with the Director of Human Resources to determine the salary for the employment offer.
7. The Director of Human Resources reviews the finalist's file for required documentation that includes the Cabinet Officer recommendation letter, employment application, employment offer, cover letter and resume, official transcripts, three written references, documentation from at least two telephone references, background check, and any certification, license, or registrations required.
8. The completed file is forwarded to the College President. The Cabinet Officer may choose to make a verbal employment offer, pending satisfactory completion of the background check and receipt of other required documentation. When the packet is finalized, the President sends a formal appointment letter.
9. Once the candidate accepts the position, the Human Resources Office informs all candidates that the position has been filled.
10. The Director of Human Resources maintains all records of the processes and information submitted by candidates for three years.

Forms/Online Processes

- FLCC Request for Waiver form
- FLCC Employment Requisition
- AA & EOE Recruitment Plan form
- FLCC Employment Application form
- Background Release form and Fair Credit Reporting Act Rights

Appendix

- None