

Faculty Hiring Policy Update

I. Committee Selection:

Each of the following individuals will appoint (1) person to the committee:

Affirmative Action Officer	At large nomination from college teaching faculty.
Chair of Department with Vacancy	Teaching faculty member from the same discipline within the Department with the Vacancy.
Dean of Division with Vacancy	Teaching faculty member from the Department with the vacancy (Preferably from same discipline).
Faculty Senate Chair	Teaching faculty member from the Department with the Vacancy (Preferably from same discipline).
VPAA	At large nomination from college teaching faculty.

The Department Chair's selection will serve as the Hiring Committee Chair unless overruled by both the Division Dean and VPAA. In such a case, the Department Chair may either appoint another faculty member, or agree to allow one of the other committee members to serve as Committee Chair.

Alterations to current policy:

- a. Further defines who can be chosen for the committee.*
- b. Department Chairs determine Hiring Committee Chair.*
- c. Specific disciplines now represented on the committee.*

II. Hiring Policy Training:

Any CCSN employee may serve on a hiring committee once they have been trained by HR Personnel on the CCSN hiring procedures, and received their completion certificate. Re-certification is only necessary if and when College, State, or Federal laws have been updated that re-training becomes necessary, at which time the HR Department will send out appropriate notification.

Alterations to current policy:

- a. Current policy calls for recertification every two years.*

Hiring Procedures Update

III. Process and Scheduling

Pre-Interview Process:

1. All paperwork is completed and position is approved and advertised.
 - a. During Approval process, VPAA determines (check-off box) if a VP interview is required.
2. Advertisements are put in journals, papers, etc (Single – specific ads – no multiple position ads, except for multiple hires for the exact same position.)
3. Application cut-off date December 1st for Fall hires and August 1st for Spring hires.*
4. Interviews COMPLETED by March 31st for Fall hires October 31st for Spring hires.*
5. Unless specified by the Department/ Division, no Classified employees will be placed on a Faculty Hiring Committee.

* These are target dates, and can be altered if approved by the Department Chair and Dean.

Alterations to current procedures:

- a. *Requires single ads, eliminating bulk ads.*
- b. *Specifies cut-off dates and interview dates.*
- c. *VPAA decides on necessity of VP interview*
- d. *As a general rule, no Classified Employees on Faculty hiring committees.*

Interview Process:

1. Committee invites (3) candidates to campus for an interview.
 - a. Up to (5) candidates can be invited with prior approval (prior to scheduling interviews, not prior to start of entire process) from VPAA.
2. Each candidate is assigned a host who picks the candidate up at their hotel / airport, and then brings them to campus. The host is responsible for ensuring the candidate makes each of their appointments, taking the candidate on a tour of the campus, taking the candidate to lunch and dinner, and ensuring the candidate is taken back to their hotel for the evening.
 - a. Hosts should come from the department advertising the position.
3. Hiring committee meets with each of the candidates (either morning or afternoon).
 - a. Teaching demonstration can be open to non-committee members, but would not be held during the “official” committee interview.
4. Department Chair meets with each candidate.
5. Division Dean meets with each candidate.
 - a. Division Dean has the proposed salary from HR.
6. Candidate is taken to dinner.
7. Candidate is returned to hotel / airport .
8. Dean makes verbal offer within a week of the interview.
 - a. Any salary negotiation is funneled to HR / VP from the Dean, and then back again.
9. After candidate accepts, HR informs the unsuccessful candidates (via phone or writing) of the outcome.

Alterations to current procedures:

- a. No more mid-interview cut (all candidates treated equally).*
- b. Each candidate meets with Department Chair*
- c. Each candidate meets with Division Dean*
- d. Teaching interviews open to non-committee members*
- e. Dean makes employment offer*
- f. Dean funnels salary negotiation to HR/VPAA*
- g. Expanded Host Duties*
- h. Increased Hosting Expense*
- i. Probable (2) night hotel stay*

Note: the following Suggested Schedules are designed to serve as a suggested template for Candidates arriving from out-of-town. Internal candidates and candidates living in and around Las Vegas would be expected to furnish their own lodging and transportation.

Typical Faculty Interview Schedule – Morning Interview (A)

1. Candidate arrives in evening, and takes a cab to his/her hotel.
2. Host picks up candidate at hotel (8:00am) the morning of the interview.
 - 3.a If interview is early in the morning , the host takes the candidate to HR for the interview.
 - 3.b If interview is later in the morning, or in the early afternoon, the host begins campus tour, and later delivers candidate to HR.
4. Candidate Interviews with the Hiring Committee and delivers Teaching Demonstration (if required)
5. Candidate meets with Department Chair
6. Host takes candidate to lunch. (max 2 College Faculty)
7. Candidate meets with Division Dean
8. Host (or other Department members (max 2 College Faculty)) takes candidate to dinner, and then drops off at hotel.**
9. Candidate takes cab back to airport in AM and departs.

** If VP Interview is required, then the candidate would also meet with VPAA before dinner.

Expenditures At - A - Glance

- (2) Nights stay
- (2) hosted meals (with college faculty) (4-6 meals total)
- (3) hosted meals (alone)
- (1) Round trip cab fare.

Typical Faculty Interview Schedule - Afternoon Interview (B)

1. Candidate arrives in the morning.
2. Host picks up candidate at airport and brings to campus.
3. Host takes candidate on tour.
4. Host takes candidate to lunch.(max 2 College Faculty)
5. Host delivers candidate to HR for interview.
6. Candidate Interviews with the Hiring Committee and delivers Teaching Demonstration (if required)
7. Candidate meets with Department Chair.
8. Host (or other Department members (max 2 College Faculty) take candidate to hotel to check in, and then to dinner, and then drops candidate back off at the hotel.)
9. Host picks up candidate at hotel the next morning.
10. Candidate meets with Division Dean.**
11. Hosts returns candidate to Airport for departure.

** If VP Interview is required, then the candidate would also meet with VPAA before departing.

Expenditures At - A - Glance

- (1) night stay
- (2) hosted meals (with college faculty) (4-6 meals total)
- (3) (1-2) hosted meals (alone)