

Proposed Hiring Procedures Update

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 job advertisements, no multiple position ads from different areas of the college, except for multiple hires for the exact same position **or local newspaper advertising.**)
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 dates may be modified 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.

Proposed Interview Process (Guideline):

Note: The following guidelines assume a candidate from out of town. Local candidates will be expected to provide their own lodging and transportation during the 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 the hotel / airport, and then brings them to the 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. A teaching demonstration may be required of a candidate, and can be open to non-committee members.
4. Hiring Committee records strengths and weaknesses for each candidate and submit those to the final interview committee.
5. Department Chair, Dean, and Faculty Senate Chair meet with each candidate as a group.
 - a. Division Dean has the proposed salary from HR.
6. Candidate is taken to dinner.
7. Candidate is returned to hotel / airport.
8. Sometime after the conclusion of the interviews, the Dean and Department Chair meet with the **Search Committee Chair** and hosts to further evaluate each candidate and decide which candidate, if any, will be extended an employment offer.
9. 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.
10. 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 as well as Dean and Faculty Senate Chair.
- c. Teaching interviews open to non-committee members
- d. Dean makes employment offer
- e. Dean funnels salary negotiation to HR/VPAA
- f. Expanded Host Duties
- g. Increased Hosting Expense
- h. Probable (2) night hotel stay

Typical Faculty Interview Schedule – Morning Interview (A)

1. Candidate arrives in evening, and takes a cab to their 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, Dean and Faculty Senate Chair
6. Hosts takes candidate to lunch. (max 2 College Faculty)
7. Host continues tour of the college.
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.
Host takes candidate to lunch.(max 2 College Faculty)
4. Host delivers candidate to HR for interview.
5. Candidate Interviews with the Hiring Committee and delivers Teaching Demonstration (if required)
5. Candidate meets with Department Chair, Dean and Faculty Senate Chair
6. 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.)
7. Host picks up candidate at hotel the next morning.
8. Host continues tour of the college.
9. 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)