

HIRING – FULL-TIME ACADEMIC FACULTY (counter proposal January 26, 2018)

Section 1. Position Approval and Recruitment

It is the responsibility of the hiring supervisor to ensure funding availability prior to initiating the online requisition process for approval and posting of the position. All positions must be approved by the Vice President of Academic Affairs (VPAA), in consultation with the Vice President of Finance (VPF) or their designees. Replacement positions must be entered into the ~~online system~~ Workday system as soon as the notification of vacancy occurs and approval to replace is obtained.

The Department Chair initiates the requisition process in the ~~online requisition~~ Workday system and the position is approved by the respective Dean, VPAA and VPF. Prior to posting, Human Resources and the Affirmative Action Officer will review the requisition for appropriateness of content.

The Department Chair and Dean in consultation with departmental faculty members and/or with the ~~search~~ screening committee chair (if identified and known) will develop the job announcement prior to routing for approval and posting.

Section 2. Type of Search

Faculty searches will be posted based on the type of search requested:

- a. National search – these searches must be posted for a minimum of 30 calendar days, have greater advertising minimum requirements and allow for reimbursement of candidate travel expenses (up to the approved maximum reimbursement amount).
- b. Local search – these searches must be posted for a minimum of 15 calendar days, require advertising as listed below in item “3a” and do not offer candidate travel reimbursements.

VPAA has final approval on the type of search requested.

All positions will be posted as “open until filled” with a full consideration date by which applicants are encouraged to apply.

~~All positions will be posted with a closing date and will only be “open until filled” upon request of the hiring committee.~~

Section 3. Advertising

- a. Advertising for positions should include the following as a minimum:

Type of search	Minimum number of posting days	Advertising minimum	Minimum approving authority	Final approving authority
Full Time Academic Faculty National Search	30 calendar days	-CSN website -One website appropriate to the discipline -One website dedicated to higher education -Two websites/publications	Department Chair and Dean	VPAA and VPF or their designee

		dedicated to diversity – Diversity Organizations E-List -Nevada Job Connect		
Full Time Academic Faculty – Local search	15 calendar days	-CSN website -One website dedicated to higher education -Two websites/publications dedicated to diversity – Diversity Organizations E-List -Nevada Job Connect	Department Chair VPAA	VPAA and VPF or their designee

b. Applicants are required to submit the following: official online CSN application, College/University transcripts, cover letter, at least three references, and resume or curriculum vitae.

c. If a candidate is selected for an in-person interview, they may be required to provide additional information including but not limited to: additional materials such as samples on lesson plans; original teaching materials; learning activities; evaluations of learning outcomes; description of the curriculum/learning activities development process; description of related online training and learning management system (LMS) experience; insight into the applicant’s approaches to online and on-ground classes; examples of teamwork contributions/experience and collaboration; a description of college service or civic engagement; and a description of how the applicant incorporates diversity and inclusion into their teaching.

Section 4. Members of the ~~Search~~ Screening Committee

a. ~~The hiring supervisor~~ Human Resources will immediately provide a list of all departmental faculty that have completed ~~search~~ Screening Committee training and are eligible for participation as a member of the ~~search~~ screening committee ~~training and are eligible for participation as a member of the search screening committee~~ and e-mail the list to all the other nominators. The nominators will consult with proposed nominees of the ~~search~~ screening committee and once finalized, ~~will log in to the online system~~ will notify the assigned recruiter in Human Resources within ~~and make their nomination within~~ seven (7) calendar days of receiving the list and/or notification of the need to make a nomination. If the nominator fails to make his/her nomination within that timeframe, the duty to make the nomination will default to the VPAA/designee.

b. The members of the screening committee will generally be comprised of five (5) academic faculty members but will be no larger than seven (7) members unless authorized by the VPAA.

c. Members of the Screening Committee are nominated by: the Department Chair (2 1 members); the School Dean (1 member), Faculty Senate Chair (1 member); VPAA (1 member) and Affirmative Action Officer (1 member). For Academic Faculty searches, the Dean or Associate Vice President in consultation with the Department Chair or Director shall select the Screening Committee Chair ~~Hiring Committee/Search Chair. If the Department Chair is not available, the duty to select the Hiring Committee/Search Chair may fall to a relevant Program Director.~~

d. The screening committee chair will be a tenured academic faculty member who has attended ~~search~~ screening committee chair training. When the department lacks a sufficient number of tenured faculty, the Department Chair or Director in consultation with the Dean or Associate Vice President can

authorize a non-tenured “market factor” faculty member with at least four years of service to serve as the chair.

e. The Affirmative Action Officer or designee will review the members of the ~~search~~ Screening Committee makeup prior to making their nomination, to ensure the members of the ~~search~~ Screening Committee are diverse (gender, race, etc.).

f. The VPAA or designee will review and approve the members of the Screening Committee. Once approved, Human Resources will notify the members of the ~~search~~ screening committee and the ~~search~~ screening committee chair of their appointment to the committee.

g. The Affirmative Action Officer or designee along with the Dean of the School or Associate Vice President will meet with the members of the ~~search~~ Screening Committee at the first ~~search~~ Screening Committee meeting to assist in training committee members on procedures and hiring goals as outlined by the Affirmative Action Plan. The Affirmative Action Officer may serve as a resource to the committee. The Screening Committee will develop a timeline to complete the screening, initial and in person interviews.

h. If a member of the Screening Committee is listed by an applicant as a reference, they must elect to either resign from the search committee or be removed as a reference for the applicant. When Screening Committee members withdraw as a reference, and if it is necessary due to lack of references for the applicant, the applicant will be notified and given the opportunity to provide replacement references before references are contacted within the process, if they so desire.

Section 5. Screening

a. Both the committee chair and a Human Resources staff member will independently screen all applications for minimum qualifications within five (5) working days of the position's closing date or full consideration date for “open until filled” positions. If a difference of opinion arises as to whether an applicant meets the minimum qualifications, the committee chair in ~~conjunction~~ consultation with the ~~VPAA~~ dean or director or his/her designee determines the final list of qualified applicants.

b. The members of the ~~search~~ screening committee meets with the Department Chair or Director and the Dean or Associate Vice President to develop the screening ~~and ranking form~~ criteria based on the position announcement requirements. Human Resources reviews and approves the ~~form~~ criteria prior to the application screening.

c. Applicant materials will be available to the members of the Screening Committee one working day after the screening criteria is approved by Human Resources.

d. Each member of the Screening Committee will review the applicants identified as meeting minimum qualifications, putting them into three categories by suitability: yes interview, maybe, or no. A short written justification, developed by each Screening Committee member, which is based on the screening criteria for each application’s categorization is required. The Screening Committee will meet and discuss the applications to derive a consensus of who to interview.

e. The Screening Committee will provide up to a maximum of 6-8 names to Human Resources to arrange for video conference and/or phone interviews. The Screening Committee develops the objectives that will guide the questions and develops the questions to be asked of the applicants in the

video conference and/or phone interviews. Questions must be approved by Human Resources in advance of the scheduled video conference and/or phone interviews. In cases where more than two (2) positions are being filled in the same department for the same job description, the number of interviewees must be approved by the respective Dean or Associate Vice President. The Affirmative Action Officer will review the list provided and, as appropriate, approve or recommend changes.

f. The Screening Committee will identify 3-5 applicants to proceed to in person interviews. Written justification supporting applicants identified for in-person interviews must be based on the job description. The Screening Committee then drafts the scripted questions for the first in-person interview, interview questions must be approved in advance by Human Resources.

~~e. The members of the search committee determines interview and reference check questions appropriate for the position. The committee discusses other evaluation activities as appropriate for the position, e.g., teaching demonstration, etc. Human Resources reviews and approves the questions, forms and evaluation activities prior to the application screening and interviews.~~

~~d. Applications will be available to the members of the search committee one working day after the screening for minimum qualifications is completed.~~

g. For positions that are “open until filled,” the members of the ~~search~~ Screening committee will have the right to, but are not required to, review subsequent applications received after the full consideration date so long as the deadline is uniformly applied to all applicants. Once the position is closed, no late applications will be accepted.

~~f. Each member of the search committee independently scores applications using the approved applicant screening and ranking sheet for those candidates who meet the minimum qualifications. After independently screening the applicants, the members of the search committee come together and compile the results of the ranking. At the time the members of the search committee can discuss any variability in individual screening results. Screening will be completed within fourteen (14) working days after completing the screening for minimum qualifications. The Affirmative Action Officer will review the list provided and, as appropriate, approve or recommend changes.~~

Section 6. Interview and Selection

a. Applicants are interviewed by the members of the Screening Committee in person unless an exception is made by the respective Dean or Director. During the interview, the members of the Screening Committee must ask the same agreed upon questions to each applicant but are able to ask appropriate follow up questions. The first in-person interviews may include a teaching demonstration or other activity that demonstrates the skills the candidate will bring to the position, as determined by the Screening Committee. As noted in Section 3.c above applicants may be requested to provide: additional materials such as samples on lesson plans; original teaching materials; learning activities; evaluations of learning outcomes; description of the curriculum/learning activities development process; description of related online training and learning management system (LMS) experience; insight into the applicant’s approaches to online and on-ground classes; examples of teamwork contributions/experience and collaboration; a description of college service or civic engagement; and a description of how the applicant incorporates diversity and inclusion into their teaching.

~~The members of the Screening committee then complete the Strengths and Gaps Weaknesses form based on their evaluation of all relevant criteria.~~

b. The Screening Committee will develop a Strengths and Gaps document based on their evaluation of all relevant criteria, for all candidates to provide justification for who is and who is not advanced to the second in-person interview conducted by the Hiring Committee.

c. Applicants recommended by the Screening Committee will advance to a final in-person interview with the Hiring Committee, the Hiring Committee will be comprised of the Dean or Associate Vice President, Department Chair or Director, and VPAA or designee.

d. All full-time faculty interviewees shall may be hosted by the respective department, and will be approved by the respective Dean or Associate Vice President. Hosts will be chosen and notified in advance by the respective Dean or Associate Vice Vice President. ~~Director.~~ The host will be reimbursed for any meal costs, up to \$30 for lunch, or \$50 for dinner, total for all persons, in accordance with CSN Hosting Policy.

e. At least ~~three~~ (3) two (2) reference checks must be completed on the identified applicant to hire for all faculty positions. Reference checks will be performed by members of the Hiring Committee. finalists(s) for all positions. Lists of questions for reference checks and notes compiled by members of the search committee become part of the search record and that the chair submitting to Human Resources. Questions used in reference checks will be directly related to legitimate hiring criteria. The refusal of an applicant to permit a professional reference check may be considered as a factor in the hiring decision.

~~f. The search committee chair and the highest Administrator conducting the second interviews (e.g. VP, AVP, Dean) shall meet to determine a preference ranking list for hiring. If the search committee chair and the highest Administrator cannot agree on a ranking, they shall construct the list by alternately placing names starting with last place and proceeding up the ranking list. Who makes the first placement shall be determined randomly~~

~~f. g. For each candidate on the preference ranking list, The highest Administrator conducting the second interviews (e.g. VP, AVP, Dean) shall complete the Candidate Information Sheet and submit the following paperwork to Human Resources within one (1) working day of completion of the reference check. the second interview:-~~

- 1) CSN employment application
- 2) Resume or CV
- 3) Transcripts
- 4) Strengths and Gaps form and any/all additional search paperwork.
- 5) Reference check questions, notes, and any other search documentation.

These documents become part of the employee's permanent personnel file and/or the official recruitment file.

Section 7. Making the Offer of Appointment

a. Human Resources in consultation with the VPAA shall calculate and determine salary, according to the published salary placement criteria, prior to any offer being made.

b. Upon receiving notice from Human Resources, the respective Dean or Associate Vice President makes the preliminary verbal offer of appointment to the identified applicant to hire. ~~top ranked candidate in the preference ranking list.~~

c. If the identified applicant to hire ~~top ranked candidate~~ declines the position, the second ranked candidate shall be selected. If the second ranked candidate declines, the third ranked candidate shall be selected, and so on.

d. An offer on any alternate candidate can only be made after Human Resources, in consultation with the VPAA, has calculated and determined salary according to the published salary placement criteria. If all suitable applicants decline the position, the Hiring Committee ~~search committee chair~~ in consultation with the Screening committee will determine if the Screening Committee will continue interviewing by screening rank or close and re-open the position. Upon approval of the VPAA, the Department Chair in consultation with the Dean or Associate Vice President may offer a one-year temporary position or choose to fill with adjunct instructors as the search continues.

e. The respective Dean or Associate Vice President ~~Director~~ notifies Human Resources of the accepted verbal offer. Upon receipt of the Candidate Information documentation Human Resources in coordination with the Hiring Manager will facilitate the hiring processes through Workday, including the initiation of a background check. ~~The Human Resources then prepares the official job offer letter and forwards it to the candidate for signature. Upon receipt of the signed offer letter, Human Resources will prepare the official New Hire/Welcome Letter and e-mail to the candidate. The New Hire will be provided details Welcome Letter will contain additional information with respect to employment verifications and details on where to send official College/University transcripts.~~

f. Official transcripts are placed in the new hire's personnel files by Human Resources.

g. Interviewees not selected for hire are notified by Human Resources through the Workday process.

Section 8. Relocation Expenses

a. ~~Bargaining unit faculty hired from California, Utah, and Arizona shall be reimbursed up to two thousand dollars (\$2000) for moving expenses. Expenses may be submitted by the bargaining unit faculty member any time on or after the first contract day, and reimbursement shall be provided within seven (7) calendar days.~~

b. ~~Bargaining unit faculty hired from elsewhere than Nevada, California, Utah, and Arizona shall be reimbursed up to three thousand dollars (\$3000) for moving expenses. Expenses may be submitted by the bargaining unit faculty member any time on or after the first contract day, and reimbursement shall be provided within seven (7) calendar days.~~