

## **HIRING – FULL-TIME ACADEMIC FACULTY**

### **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 as soon as the notification of vacancy occurs.

The Department Chair initiates the requisition process in the online requisition 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 in consultation with departmental faculty members and/or with the search 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 “b” and do not offer candidate travel reimbursements.

VPAA has final approval on the type of search requested.

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:

<b>Type of search</b>	<b>Minimum number of posting days</b>	<b>Advertising minimum</b>	<b>Minimum approving authority</b>	<b>Final approving authority</b>
National search	30 calendar days	-CSN website -One website appropriate to the discipline -One website dedicated to higher education -Two websites/publications dedicated to diversity – Diversity	Department Chair	VPAA and VPF or their designee

		Organizations E-List -Nevada Job Connect		
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 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.

**Section 4. Members of the Search Committee**

a. The hiring supervisor will immediately provide a list of all departmental faculty that have completed search committee training and are eligible for participation as a member of the search committee and e-mail the list to all the other nominators. The nominators will consult with proposed nominees of the search committee and once finalized, will log-in to the online system 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.

b. The members of the search 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 search committee are nominated by: the Department Chair (2 members); the School Dean (1 member), Faculty Senate Chair (1 member); and Affirmative Action Officer (1 member). For Academic Faculty searches, the Department Chair shall select the 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 search committee chair will be a tenured academic faculty member who has attended search committee chair training. When the department lacks a sufficient number of tenured faculty, the Department Chair 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 committee makeup prior to making their nomination, to ensure the members of the search committee are diverse (gender, race, etc.).

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

g. The Affirmative Action Officer or designee along with the Dean of the School will meet with the members of the search committee at the first search 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.

### **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 with the VPAA or his/her designee determines the final list of qualified applicants.
- b. The members of the search committee meets with the Department Chair and the Dean or Director to develop the screening and ranking form based on the position announcement requirements. Human Resources reviews and approves the form prior to the application screening.
- c. 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.
- e. For positions that are "open until filled," the members of the search 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.
- g. The final determination as to which applicants are to be invited for interviews will be based on the overall ranking on the ranking form. The members of the search committee shall recommend interviews for a minimum of three (3) and no more than five (5) qualified candidates for each position. The search committee chair will submit the completed ranking form with a highlighted list of recommended interviewees to Human Resources. The Affirmative Action Officer will review the list provided and, as appropriate, approve or recommend changes.
- h. 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 Director.

### **Section 6. Interview and Selection**

- a. Applicants are interviewed by the members of the search committee in person unless an exception is made by the respective Dean or Director. During the interview, the members of the search committee

must ask the same agreed-upon questions to each applicants but is free to ask appropriate follow-up questions. The members of the search committee may also observe and evaluate a teaching demonstration and/or use other appropriate assessment tools which have been preapproved by Human Resources. The members of the search committee then complete the Strengths and Weaknesses form based on their evaluation of all relevant criteria and create a preference ranking list, as well as indicating any candidates as “Do not recommend for hire.”

b. All applicants interviewed by the members of the search committee not marked as “Do not recommend for hire” will also be interviewed by a second committee convened by CSN Administration. No applicant who was marked “Do not recommend for hire” shall continue in the hiring process or be offered the position.

c. The search committee chair has the right to attend interviews subsequent to the search committee interview.

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

e. At least three (3) reference checks must be completed on the finalists(s) for all positions. Reference checks may be delegated to members of the search committee and reported back to the chair. Lists of questions for reference checks and notes compiled by members of the search committee become part of the search record that the chair submits to Human Resources. Questions used in reference checks will be directly related to legitimate hiring criteria and must be preapproved by Human Resources. 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.

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 the second interview:

- 1) CSN employment application
- 2) Resume or CV
- 3) Transcripts
- 4) Strengths and Weaknesses form and any/all additional search paperwork.

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 Director makes the preliminary verbal offer of appointment to the top ranked candidate in the preference ranking list.

c. If the 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 search committee chair in consultation with the search committee will determine if the search committee will continue interviewing by screening rank or close and re-open the position. Upon approval of the VPAA, the Department Chair may offer a one-year temporary position or choose to fill with adjunct instructors as the search continues.

e. The respective Dean or Director notifies Human Resources of the accepted verbal offer. 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/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.

#### **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.