

## **Article 9 - Hiring**

### **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 respective Vice President in consultation with the Vice President of Finance and Administration (VPFA) or their designees. Replacement positions must be entered into the Workday system as soon as the notification of vacancy occurs and approval to replace is obtained.

The Department Chair initiates the requisition process and identifies the nomination for Screening Committee Chair. Prior to posting, Human Resources personnel including the Affirmative Action Officer will review the requisition for appropriateness of content.

The Department Chair or Director in consultation with the Dean, Associate Vice President or equivalent level manager, and/or Program Director or Lead Faculty and Screening Committee Chair 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 items "3 A-B" and do not offer candidate travel reimbursements.

Respective Vice President 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:

Type of search	Minimum number of posting days	Advertising minimum	Minimum approving authority	Final approving authority
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 Organizations E-List Nevada Job Connect	Department Chair or Director	VP and VPF or their designee
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 or Director	VP and VPF or their designee

- A. In addition to minimum advertising noted above, specialty ads, (e.g., a position in a CTE, vocationally or historically hard to fill) can be advertised in a major trade publication and/or trade organization listing, if appropriate for the respective discipline.
- 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. Candidates may be required to provide additional information including but not limited to: additional materials such as samples of lesson plans; original teaching materials; learning activities; evaluations of learning outcomes; description of the curriculum/learning activities development process; description of related outline 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 Screening Committee**

- A. Upon receipt of a position requisition Human Resources will immediately provide a list of all departmental faculty that have completed Screening Committee training and Cultural Competency Training (or equivalent content training and/or (unless

- combined into a single training) and are eligible for participation as a member of the Screening Committee and e-mail the list to all nominators. After consultation with proposed nominees, the nominators will make their nominations within seven (7) calendar days of receiving the list. If the nominator fails to make his/her nomination within that timeframe, the duty to make the nomination will default to the respective VP.
- B. 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 respective VP.
  - C. Members of the Screening Committee are nominated by the Department Chair or Director (1 member); the School Dean or Associate Vice President (1 member), Faculty Senate Chair (1 member); Respective Vice President (1 member) and Affirmative Action Officer (1 member). It is recommended that the majority of committee members have relevant subject matter expertise. Market hire, tenured and non-tenured faculty members have the ability to accept or to decline Screening Committee appointment without retribution/consequence. - The Department Chair or Director selection will serve as the Screening Committee Chair unless an alternate is appointed by the respective VP.
  - D. The Screening Committee Chair will be a tenured academic faculty member or a "market hire" academic faculty member with a minimum of three (3) years employment at CSN, from the discipline or department, who has previously served on a Screening Committee and completed (or upon nomination will complete) Screening Committee training and Cultural Competency training (or equivalent content).
  - E. The Affirmative Action Officer or designee will review the members of the Screening Committee makeup prior to making their nomination, to ensure the members of the Screening Committee are diverse (gender, race, etc.).
  - F. The respective Vice President or designee will review and approve the members of the Screening Committee. Once approved, Human Resources will notify the members of the Screening Committee of their appointment to the committee.
  - G. The Affirmative Action Officer or designee along with the Dean, Associate Vice President or equivalent level manager will meet with the members of the Screening 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.
  - H. If a member of the Screening Committee is listed by an applicant as a reference, they must elect to either resign from the Screening Committee or be removed as a reference by the applicant. When Screening Committee members withdraw as a reference, the applicant will be notified and asked to provide replacement

- references prior to references being contacted by the Screening Committee.
- I. At the first meeting, the Screening Committee creates the timeline to complete hiring, and commits to the process. The Screening Committee retains the option of reviewing candidates as they apply or waiting until the job announcement has closed.

## **Section 5. Screening**

- A. The Screening Committee chooses by majority vote to either:
  1. HR and Screening Committee Chair screen for minimum qualifications: the Committee Chair and a Human Resources staff member 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 candidate will go into the pool for the full committee to review.
    - a. Each member of the Screening Committee will review the applicants putting them into three categories by suitability; yes interview, maybe, or no. A short, written justification, developed by each Screening Committee member and reviewed by HR, is required. The Screening Committee will meet and discuss the applications to derive a consensus of whom to interview.
  2. Or, to have all applications be reviewed by the Screening Committee with no prior screening.
    - a. Each member of the Screening Committee will review the applicants putting them into one of four categories by suitability: yes interview, maybe, no, or does not meet minimums. A short, written justification, developed by each Screening Committee member and reviewed by HR, is required. The Screening Committee will meet and discuss the applications to derive a consensus of whom to interview.
- B. Applicants materials will be available to the Screening Committee one working day after the closing of the position. •
- C. The Screening Committee will conduct video conference and/or phone interviews, the Screening Committee will provide up to a maximum of eight (8) names per position to be filled 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, within five (5) working days of their receipt.

- D. For positions that are "open until filled," the members of the 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.
- E. After video conference and/or phone interviews, the Screening Committee will conduct at least two (2) reference checks on applicants proposed for in-person interviews. Lists of questions for reference checks and notes compiled become part of the search record and are submitted 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 Screening Committee will identify a maximum of five (5) applicants per position to be filled to proceed to in person interviews. Written justification supporting applicants identified for in-person interviews must be based on the announcement; the Affirmative Action Officer will review the list provided and, as appropriate approve or recommend changes. The Screening Committee then drafts the scripted questions for the first in-person interview, interview questions must be approved in advance by Human Resources, within five (5) working days of their receipt. Applicants will be notified a minimum of fourteen (14) calendar days prior to interview dates.
- G. The Screening Committee will advise Human Resources, and applicants will be notified at the time of invitation, of additional materials required for the in-person interviews such as samples of 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; a description of college service or civic engagement; and a description of how the applicant incorporates diversity and inclusion into their teaching.
- H. At any stage of the process, candidates not selected for advancement are notified by Human Resources, within two (2) working days of the decision that the applicant will not advance in the process.

## **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 Dean, Associate Vice President or equivalent level manager. 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, and as determined at the time of invitation to in-person interview.
- 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. Only applicants recommended by the Screening Committee will advance to a final in-person interview with the Hiring Committee. The Hiring Committee is composed of the Dean, Associate Vice President or equivalent level manager, Department Chair or Director and Faculty Senate Chair or his/her designee. The Screening Committee Chair will serve as requested as a resource to the Hiring Committee.
  - D. Within one (1) - three (3) business days, the Hiring Committee will consult with the Screening Committee and Program Director, if not on the Screening Committee to discuss the interview process and hiring selection in advance of an extension of an offer to the identified candidate.
  - E. All full-time faculty interviewees may be hosted by the respective department. Hosts will be chosen and notified in advance by the Dean, Associate Vice President or equivalent level manager. Reimbursement for the candidate and host will be in accordance with CSN Hosting Policy, for purposes of recruiting coordination with the Human Resources Office through the VP Finance & Administration budget prior approval will be required.
  - F. Within one (1) - three (3) working days of the completion of interviews, the Hiring Committee decides on its ranking of interviewed candidates.
  - G. The Hiring Committee reporting structure or equivalent shall complete the Candidate Information Sheet and submit the following paperwork to Human Resources within one (1) – three (3) working days of the final decision:
    - CSN employment application
    - Resume or CV
    - Transcripts
    - Strengths and Gaps form and any/all additional search paperwork, including reference check questions, notes, written justifications 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 respective VP 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(s) to hire.
- 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 respective VP, has calculated and determined salary according to the published salary placement criteria. If all suitable applicants decline the position, the Hiring Committee 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 respective Vice President, the Department Chair or Director in consultation with the Dean or Associate Vice President or equivalent 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 or equivalent 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 New Hire will be provided details on where to send official College/University transcripts.
- F. Official transcripts are placed in the new hire's personnel files by Human Resources.