

 <b>CSN Policy</b>	<b>Hiring Policy</b> <b>Version 2</b>
<b>Policy Category: Human Resources</b>	<b>Effective Date: 11/02/2016</b>
<p style="text-align: center;"><b>MOST RECENT CHANGES</b></p> <p style="text-align: center;">Version #2:</p> <ol style="list-style-type: none"> <li>1. Policy rewritten into approved format, as per GEN 1.2 on 11/02/16.</li> <li>2. Policy revised on 11/02/16.</li> </ol>	

**I. POLICY PURPOSE**

To establish a standardized policy and procedure for the recruitment and selection of teaching faculty and professional staff to ensure selection of highly qualified candidates.

**II. POLICY STATEMENT**

The College of Southern Nevada (CSN) strives to hire highly qualified individuals committed to serving students as specified in position announcements. CSN is an equal opportunity employer. CSN is committed to actively seeking a diverse workforce in support of its mission of providing quality educational services to an increasingly diverse student body. Sufficient efforts will be made to recruit a diverse (ethnic, cultural, gender, etc.) pool of applicants. CSN is fully committed to preventing any and all forms of discrimination, harassment, or prejudicial treatment on the basis of race, color, religion, sex/gender (including pregnancy related conditions), national origin, age, disability (whether actual or perceived by others), sexual orientation, gender identity and expression, genetic information, and veteran status (military status or military obligations).

It is the responsibility of all employees involved in selecting new faculty/staff to make decisions in accordance with all Nevada System of Higher Education (NSHE) and CSN policies, procedures and accepted affirmative action plans and practices and state and federal laws. Primary hiring responsibility is placed with the employing department. The President or his/her designee has final approval authority for all faculty/professional hires. All hires are subject to accountability of the President through the supervisory chain of command.

CSN employs only U.S. citizens and aliens authorized to work in the U.S. CSN does not sponsor aliens applying for faculty, professional staff, or management positions (H-1B Visas) in the absence of exceptional circumstances as defined by the USCIS.

**III. PROCEDURE**

**A. PROCEDURE FOR FULL-TIME ACADEMIC FACULTY**

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.

- a. Faculty searches will be posted based on the type of search requested:
  - 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).
  - 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.

All positions will be posted as “open until filled” unless otherwise noted. VPAA has final approval on the type of search requested.

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

Type of Requirement	Minimum Number of Posting Days	Advertising Minimum	Minimum Approving Authority	Final Approving Authority
Full-time Faculty - 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	VPAA and VPF or their designee
Full-time 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 and VPF or their designee

- c. Applicants are required to submit the following: official online CSN application, College/University transcripts, cover letter and resume or curriculum vitae.

2. 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 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 for Academic Faculty positions are nominated by: the Department Chair (1 member); the School Dean (1 member), Faculty Senate Chair (1 member); VPAA (1 member); and Affirmative Action Officer (1 member). For Academic Faculty searches, the Department Chair's selection will serve as the Hiring Committee/Search Chair unless an alternate Chair is appointed by the VPAA
- d. The search committee chair will be a tenured academic faculty member or a "market-hire" academic faculty member with a minimum of 3 years of employment at CSN, who has completed search committee chair training.
- 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 in the Affirmative Action Plan. The Affirmative Action Officer may serve as a resource to the committee.
- h. If a member of the search 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 search committee members withdraw as references, 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 by the search committee if they so desire.

### 3. 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 and consult together to formulate a list of qualified candidates. 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 will meet with the Department Chair and the Dean 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 determine 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. If the Search committee determines any candidate does not meet the minimum qualification, the chair of the committee must inform the HR as soon as possible and that candidate is dropped from the pool.
- f. For positions that are "open until filled," the members of the search committee will have the right 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.
- g. 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 ranking form. At that 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.
- h. 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) 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.
- i. 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.

#### 4. 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**. During the interview, the members of the search committee must ask the same agreed-upon questions to each applicant 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.
- b. All applicants interviewed by the members of the search committee will also be interviewed by a second interview committee including the Vice President of Academic Affairs, Dean, Department Chair and the Faculty Senate Chair or their designee(s).
- c. Members of the search committee will provide strengths and weaknesses of all applicants. They may also provide their recommendations for hiring.
- d. In case search committee recommendations are overruled, the members of the second committee provide their own strengths and weaknesses and communicates their reasons for overruling the search committee decisions to the search committee through its chair. In such cases where VPAA is not able to attend such meetings, and there is disagreement between the two committees, the VPAA, being the recommending authority, will make the final decision.
- e. At least one (1) reference check must be completed on the finalist(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 such checks may be considered as a factor in the hiring decision.

- f. The highest Administrator conducting the second interviews (e.g. VP, AVP, Dean) completes the Candidate Information Sheet and submits 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 (from both committees, if needed) and any/all additional search paperwork

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

#### 5. Making the Offer of Appointment

- a. Human Resources in consultation with the VPAA shall calculate and determine salary on the Faculty Salary Placement form prior to any offer being made.
- b. Upon receiving notice from Human Resources, the respective Dean makes the preliminary verbal offer of appointment to the successful candidate. If the first candidate declines the position, an alternate candidate can be selected so long as the paperwork in "4d" above has been submitted. An offer on any alternate candidate can only be made after Human Resources, in consultation with the VPAA, has calculated and determined the salary on the Faculty Salary Placement Sheet. If all suitable applicants decline the position, the respective Dean in consultation with the VPAA will determine if the members of the search committee will continue interviewing by 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.
- c. The respective Dean notifies Human Resources of the accepted verbal offer. Human Resources then prepares the official job offer letter which contains additional information with respect to the verification of employment and academic credentials. The letter will instruct the candidate to request official transcripts of academic credentials be sent directly from the issuing academic institution to Human Resources, and include a release allowing Human Resources to verify employment history directly. Upon receipt of the signed offer letter with release for employment verification, Human Resources will verify all employment history listed on the candidate's job application, and complete the necessary transactions in its systems to employ the selected individual. Upon receipt of official academic transcripts, Human Resources will verify the issuing agency is an accredited academic institution as specified in official job posting. Human Resources will immediately notify the academic dean and the VPAA of any discrepancies between stated and verified employment history or academic credentials.
- d. Official transcripts are placed in the new hire's personnel files by Human Resources.
- e. Interviewees not selected for hire are notified by Human Resources.
- f. A welcome letter is sent to the new hire from the academic Dean after receipt of hiring confirmation from the HR.

## **B. PROCEDURE FOR FULL-TIME TEMPORARY ACADEMIC FACULTY**

### **1. Position Approval**

As the need arises, and funding is available, a temporary position may be offered by the Department Chair in consultation with the respective Dean and approval of the VPAA, the VPF or their designee and Human Resources.

- a. Sufficient efforts shall be made to recruit a diverse (ethnic, cultural, gender, etc.) pool of applicants.
- b. Recruitments for full-time temporary academic faculty may be posted on the CSN website and as needed advertised on other recruitment sites, diversity publications, etc.
- c. Applicants are required to submit the following documents: official CSN application, College/University transcripts and resume or curriculum vitae.

### **2. Selection**

- a. Although there is no search committee convened, at least one (1) reference check must be completed by the hiring supervisor before an offer of temporary employment is extended. Questions must be directly related to legitimate hiring criteria and be preapproved by Human Resources. The refusal of an applicant to permit such reference checks may be considered as a factor in the hiring decision.
- b. Once a candidate is selected, the Department Chair completes the Personnel Transaction Form (PTF) and submits it along with the candidate's official CSN employment application, transcripts, resume or CV and reference check(s) to the Human Resources Office. These documents become part of the employee's permanent personnel file. Human Resources will not accept the hiring paperwork without transcripts and a completed reference check(s).

### **3. Making the Offer of Appointment**

- a. Human Resources in conjunction with the VPAA shall calculate and determine salary on the Faculty Salary Placement form prior to making any offer.
- b. Human Resources then prepares the official job offer letter which contains additional information with respect to the verification of employment and academic credentials. The letter will instruct the candidate to request official transcripts of academic credentials be sent directly from the issuing academic institution to Human Resources, and include a release allowing Human Resources to verify employment history directly. Upon receipt of the signed offer letter with release for employment verification, Human Resources will verify all employment history listed on the candidate's job application, and complete the necessary transactions in its systems to employ the selected individual. Upon receipt of official academic transcripts, Human Resources will verify the issuing agency is an accredited academic institution as specified in official job posting. Human Resources will immediately notify the academic dean and the VPAA of any discrepancies between stated and verified employment history or academic credentials.
- c. Human Resources places the official transcripts in the new hire's personnel file.
- d. Interviewees not selected for hire will be notified they are no longer in the process.

## **C. PROCEDURE FOR PART-TIME ADJUNCT FACULTY**

1. It is the responsibility of the hiring supervisor to ensure funding availability prior to hiring a part-time employee.

2. Recruitments for part-time positions will be hired directly by the appropriate, authorized departmental personnel and may be posted on the CSN website and, as needed, advertised on other recruitment sites, etc.
3. Applicants will be required to fill out an online CSN employment application.
4. The Department Chair or his/her designee is encouraged to consult with the Affirmative Action Officer prior to the interviews and/or making a selection (at the department chair's discretion a committee approach may be used.) All hiring processes and decisions will conform to all NSHE and CSN policies and Affirmative Action Plan.
5. The Department Chair or his/her designee will make the job offer and will notify interviewees not selected for hire.
6. The Department Chair or his/her designee officially notifies Human Resources of the accepted offer. The new employee(s) will report to work on the first contract day of the semester. The Department Chair notifies the new employee of his/her responsibility to attend all required training sessions. The following new hire paperwork must be submitted by the hiring department to the Human Resources Office for new employees within three (3) business days of the job acceptance date:
  - a. Payroll Forms
  - b. Transcripts (if not already submitted)
  - c. I-9 (must be completed no later than the first day of work)
  - d. W-4

For adjunct positions, applicants must provide official transcripts to Human Resources within 30 calendar days of hire.

#### **D. PROCEDURE FOR FULL-TIME ADMINISTRATIVE FACULTY (PROFESSIONAL STAFF AND ADMINISTRATORS)**

##### **1. Position Approval**

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. The hiring supervisor consults with appropriate personnel in writing the position announcement. New and replacement positions are approved by the respective Vice President in consultation with the Vice President of Finance (VPF) or his/her designee. Replacement positions must be entered into the online system as soon as the notification of vacancy occurs.

The hiring supervisor will review the job description and any prior position announcements before conducting a search for a new employee.

If the department is posting a new, previously un-evaluated professional position or a position that has had substantial change, the job description must be submitted to Human Resources for evaluation and approval prior to initiating a recruitment for the position.

The hiring supervisor initiates the requisition process in the online requisition system and the position is approved by the respective Salary Grade 7 manager/designee, respective Vice President and VPF or designee. Prior to posting, Human Resources and the Affirmative Action Officer will review the requisition for appropriateness of content.

Sufficient efforts shall be made to recruit a diverse (ethnic, cultural, gender, etc.) pool of applicants. Recruitments for full-time administrative faculty may be posted on the CSN website and as needed advertised on other recruitment sites, diversity publications, etc.

All positions will be posted as follows:

Position	Minimum Number of Posting Days	Advertising Minimum	Minimum Approving Authority
Administrative Faculty (Salary Grade 1-7)	CSN Internal: 7 calendar days  NSHE Internal: 10 calendar days  Local search: 15 calendar days  National search: 30 calendar days	CSN and/or NSHE Internal: - CSN website  Local or National search: - CSN website - One website appropriate to the type of position or one website dedicated to higher education - Two websites/publications dedicated to diversity - Diversity Organizations E-List - Nevada Job Connect	Respective Vice President (or President in his/her respective areas) and the Vice President of Finance or his/her designee

Note: At the recommendation of the respective Vice President in consultation with the President, CSN may engage the services of an external recruitment consultant.

2. Members of the Search Committee

- a. The nominators will log-in to the online system and make their nomination within seven (7) calendar days of receiving 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 respective Vice President or his/her designee.
- b. The members of the search committee should generally be comprised of three (3) to five (5) members. The search committee is normally comprised of members from both the department and/or CSN community providing diversity in perspective, experience, and areas of CSN, i.e., student affairs, finance, strategic initiatives and administrative services and/or academic affairs. All members are required to receive search committee training prior to serving.
- c. Members of the search committee for Administrative Faculty (professional staff) positions are nominated by: Hiring Supervisor (1 member); Department Head at a salary grade 7 level (1 member); respective Vice President (1 member); Affirmative Action Officer (1 member); and Faculty Senate Chair (1 member). For Administrative Faculty searches, the Department Head's selection will serve as the Hiring Committee/Search Chair unless an alternate Chair is appointed by the respective Vice President. For Salary Grade 1-5 positions an abbreviated process may be utilized as outlined in section D.2.d.
- d. For Salary Grades 1-5, an abbreviated process may be utilized. This process will include the following:
  - 1) A three (3) person search committee will be established consisting of the Hiring Supervisor, Department Head at a salary grade 7 level or their appointee and an independent appointee either selected by Human Resources/AAO or approved by Human Resources/AAO.
  - 2) Review of the credentials, interview questions, reference check questions, etc. and interviews will continue as outlined in the current procedure for hiring Full-time Administrative Faculty in Section D.
- e. Final recommendations for hire will be approved by the respective Vice President and/or President. The standard job offer processes will apply to these types of abbreviated searches.

- f. The Affirmative Action Officer or designee will review the members of the search committee makeup prior to making their nomination, to ensure the search committee is diverse (gender, race, etc.).
  - g. The President or his/her designee will review and approve the members of the search committee.
  - h. Once approved, Human Resources will notify the search committee members and the search chair of their appointment to the committee.
  - i. The Affirmative Action Officer or designee meets with the members of the search committee at the first meeting to assist in training the committee on procedures and hiring goals as outlined in the Affirmative Action Plan. The Affirmative Action Officer may serve as a resource to the members of the search committee.
3. Screening of Applications
- 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. If a difference of opinion arises as to whether an applicant meets the minimum qualifications, the committee chair in conjunction with the respective Vice President or his/her designee determines the final list of qualified applicants.
  - b. The members of the search committee meet with the respective Director and Department Head at a salary grade 7 level 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 determine interview and reference check questions appropriate for the position. Human Resources reviews and approves the 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 of minimum qualifications is completed. For positions with a close date, no late applications will be accepted by CSN.
  - e. Each committee member independently scores applications using the applicant screening sheet for those candidates who met minimum qualifications. After independently screening the applicants, the members of the search committee come together and compile the ranking form. At that time the members of the search committee can discuss variability in individual screening results. Screening will be completed within fourteen (14) working days after completing the screening for minimum qualifications.
  - f. 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 seven (7) candidates. Where an applicant pool has less than five (5) qualified candidates, the respective Vice President in consultation with Human Resources may advise the members of the search committee to proceed with the interviews or decide to close and re-open the search. 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.
4. Interview and Selection
- a. Applicants are interviewed by the members of the search committee in person unless an exception is made by the respective Vice President or President. During the interview, the members of the search committee must ask the same agreed-upon questions to each

applicant, but is free to ask appropriate follow-up questions. The members of the search committee then complete the Strengths and Weaknesses form based on their evaluation of all relevant criteria, which is submitted to the 2<sup>nd</sup> interview panel.

- b. At least one (1) reference check must be completed on the finalist(s) for all positions. Reference checks may be delegated to committee members and reported back to the chair. Lists of questions for reference checks and notes compiled by committee members 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 such checks may be considered as a factor in the hiring decision.
  - c. **All applicants interviewed by the members of the search committee will also be interviewed by the second interview committee.** The second interview panel will be made up of the Hiring Supervisor, the Department Head at a salary grade 7 level, **and the FS chair or his/her nominee.** The respective Vice President or President may also be involved in the second interviews.
  - d. The highest Administrator conducting the second interviews (e.g. President, VP, AVP, Director) completes the Candidate Information Sheet and submits the following paperwork to Human Resources within one working day of the final interview:
    - 1) CSN employment application
    - 2) Resume or CV
    - 3) Transcripts
    - 4) Strengths and Weaknesses form and any/all additional search paperwork
  - e. These documents become part of the employee's permanent personnel file and/or official recruitment file.
  - f. Background checks on pre-designated positions are conducted through the CSN Human Resources Office.
5. Making the Offer
- a. Human Resources in consultation with the respective Vice President and Department Head at a salary grade 7 level (or President in his/her respective areas) shall determine the salary prior to any offer being made.
  - b. Human Resources makes the offer of appointment to the successful candidate. If the first candidate refuses the position and the contingent box is checked on the Candidate Information Sheet, "4f" above must be followed before a job offer can be made to the next candidate. If all suitable applicants decline the position, the respective VP will determine if the members of the search committee will continue interviewing by rank or close and re-open the position.
  - c. Human Resources then prepares the official job offer letter which contains additional information with respect to the verification of employment and academic credentials. The letter will instruct the candidate to request official transcripts of academic credentials be sent directly from the issuing academic institution to Human Resources, and include a release allowing Human Resources to verify employment history directly. Upon receipt of the signed offer letter with release for employment verification, Human Resources will verify all employment history listed on the candidate's job application, and complete the necessary transactions in its systems to employ the selected individual. Upon receipt of official academic transcripts, Human Resources will verify the issuing agency is an accredited academic institution as specified in official job posting. Human Resources will immediately notify the academic dean and the VPAA of any discrepancies between stated and verified employment history or academic credentials.
  - d. Interviewees not selected for hire are notified that they are no longer in the process.

**E. PROCEDURE FOR FULL-TIME TEMPORARY ADMINISTRATIVE FACULTY (PROFESSIONAL STAFF AND ADMINISTRATORS)**

1. Position Approval

As the need arises, and funding is available, a temporary position may be offered by the Department Head at a salary grade 7 level in consultation with the respective Vice President, the Vice President of Finance or his/her designee and Human Resources.

- a. Sufficient efforts shall be made to recruit a diverse (ethnic, cultural, gender, etc.) pool of applicants.
- b. Recruitments for full-time temporary administrative faculty may be posted on the CSN website and as needed advertised on other recruitment sites, diversity publications, etc.
- c. Applicants are required to submit the following documents: official CSN application, College/University transcripts and resume.

2. Selection

- a. Although there is no search committee convened, at least one (1) reference check must be completed by the hiring supervisor before an offer of temporary employment is extended. Questions will be directly related to legitimate hiring criteria and must be preapproved by Human Resources. The refusal of an applicant to permit such reference checks may be considered as a factor in the hiring decision.
- b. Once a candidate is selected, the Department Head at a salary grade 7 level completes the Personnel Transaction Form (PTF) and submits it along with the official CSN employment application, transcripts, resume or CV and reference check(s) to the Human Resources Office. These documents become part of the employee's permanent personnel file. Human Resources will not accept the hiring paperwork without transcripts and a completed reference check(s).

3. Making the Offer of Appointment

- a. Human Resources in consultation with the respective Vice President and Department Head at a salary grade 7 level (or President for his/her respective areas) will determine the salary prior to any offer being made.
- b. Human Resources then prepares the official job offer letter which contains additional information with respect to the verification of employment and academic credentials. The letter will instruct the candidate to request official transcripts of academic credentials be sent directly from the issuing academic institution to Human Resources, and include a release allowing Human Resources to verify employment history directly. Upon receipt of the signed offer letter with release for employment verification, Human Resources will verify all employment history listed on the candidate's job application, and complete the necessary transactions in its systems to employ the selected individual. Upon receipt of official academic transcripts, Human Resources will verify the issuing agency is an accredited academic institution as specified in official job posting. Human Resources will immediately notify the academic dean and the VPAA of any discrepancies between stated and verified employment history or academic credentials.
- c. Official transcripts are placed in the new hire's personnel file by Human Resources.
- d. Interviewees not selected for hire will be notified they are no longer in the process.

#### **F. PART-TIME ADMINISTRATIVE FACULTY (PROFESSIONAL STAFF)**

1. It is the responsibility of the hiring supervisor to ensure funding availability prior to hiring a part-time employee.
2. Recruitments for part-time positions will be hired directly by the appropriate, authorized departmental personnel and may be posted on the CSN website and as needed, advertised on other recruitment sites, diversity publications, etc.
3. Applicants will be required to fill out an online CSN employment application.
4. The hiring supervisor is encouraged to consult with the Affirmative Action Officer prior to selecting candidates for interview. The hiring supervisor in coordination with the Department Head at a salary grade 7 level then interviews and makes a selection (a members of the search committee approach may be used.) Hiring will conform to all NSHE and CSN policies.
5. At least one (1) reference check must be completed on all applicants to be hired prior to a job offer. Questions will be directly related to legitimate hiring criteria and must be preapproved by Human Resources. The refusal of an applicant to permit such reference checks may be considered as a factor in the hiring decision.
6. Criminal background checks will be required on pre-designated positions
7. Human Resources in consultation with the respective Vice President will determine a salary and then Human Resources will make the job offer.
8. Interviewees not selected for hire will be notified they are no longer in the process.

#### **IV. AUTHORITY AND CROSS REFERENCE LINKS**

NSHE Board of Regents Handbook

- Title 2, Chapter 1, Section 1.6.1 – Appointment of Administrators
- Title 2, Chapter 1, Section 1.6.3 – Recruitment
- Title 2, Chapter 5, Section 5.2.2 – Final Approval
- Title 2, Chapter 5, Section 5.4.1 – Recruitment Procedures

#### **V. DISCLAIMER (Include in All Policies)**

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Recommending Authority (Senior Vice President, Finance and Administration).

**VI. SIGNATURES**

Recommended by:

/s/ Alok Pandey  
Signature

11/2/16  
Date

Faculty Senate Chair  
Recommending Authority Title

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley  
General Counsel

11/2/16  
Date

Approved by:

/s/ Michael D. Richards  
CSN President

11/2/16  
Date

**VII. ATTACHMENTS**

Provide a list of the attachments to the policy, and then start each item on a new page. These addendums may include glossary, appendices, forms and/or templates, as applicable.

1. HISTORY
2. GLOSSARY

Attachment 1 to the Hiring Policy

**HISTORY**

- Version #2  
Signed by Pres. Richards: 11/2/2016  
Reviewed for legal sufficiency by Office of General Counsel: 11/2/2016  
Reviewed and recommended for approval by Faculty Senate: 11/2/2106
- Original version
  - 7/24/15 Revised by:
    - Patricia Charlton, Senior Vice President – Strategic Initiatives and Admin. Services in consultation with Faculty Senate
      - 11/25/14 Reviewed by: Affirmative Action Officer
  - 8/25/14 Revised by:
    - Faculty Senate
  - 3/20/14: Revised by:
    - Patricia Charlton, Senior Vice President - Finance and Administration
    - John Scarborough, Associate Vice President - Human Resources
  - 7/14/13: Reviewed by:
    - Diane Welch, Assistant General Counsel
    - Patricia Charlton, Senior Vice President - Finance and Administration
    - John Scarborough, Senior Director - Human Resources
    - Anita Del Corio, Manager - Human Resources
  - Policy was re-drafted into the approved format, as per GEN 1.21

Attachment 2 to the Hiring Policy

**GLOSSARY (Definitions)**

**Hiring Department:** Any unit authorized to hire personnel.

**Hiring Supervisor:** The person who will be accountable for the supervision of the hired employee. Generally, it is the line supervisor for administrators and staff or the department chair for faculty.

**Affirmative Action Officer:** A person assigned by the President to monitor and report on institutional hiring processes. The Affirmative Action Officer will meet with each hiring member of the search committee to assure appropriate nondiscriminatory equal employment opportunity procedures and guidelines are followed. The Affirmative Action Officer or the Dept. of Human Resources is authorized to stop the search process if these policies and procedures are not followed.

**Search Committee:** A group of members from the CSN community selected to screen, interview, and recommend applicants for hire.

**Full-Time Academic Faculty:** A faculty member hired on a full-time basis in a ten or twelve-month tenure track or market factor appointment.

**Full-Time Temporary Academic Faculty:** An academic faculty member hired on a temporary basis generally not to exceed one year pursuant to the policies of the Board of Regents and/or CSN.

**Part-Time (Adjunct) Academic Faculty:** Faculty hired on a temporary semester-to-semester basis with no expectation or obligation for employment beyond their current assignment.

**Full-Time Administrative Faculty (Professional Staff):** An individual who is issued a contract for employment in the professional service of CSN at 50% of full time equivalent (FTE) or more, but excluding administrators and academic faculty.

**Part-Time Administrative Faculty (Professional Staff):** An individual who is employed less than 50% of full time equivalent (FTE) for non-instructional purposes.

**Administrator:** a Dean, Assistant or Associate Vice President, Vice President or President.

**Background Check:** Criminal and non-criminal information obtained from various sources, including but not limited to: federal, state and local government; consumer credit agencies; etc., which CSN may use when appropriate in making hiring decisions. Any use of such background information is subject to restrictions under State and Federal law.

**Reference Check:** The inquiry into an individual's background (e.g. education, employment history, etc.) when reviewing an applicants' represented qualifications, work ethic, skills, and abilities for the position. CSN may obtain and use information from, but not limited to: educational institutions; other employers; professional organizations; personal references; etc.