

SECTION 1100.02

APPLICATION, RECRUITMENT AND APPOINTMENT PROCEDURE

1. Office/Service Staff positions
 - a. All applications will submit a written *Application for Employment* from supplied by the Vice President of Administrative Affairs to be reviewed for general qualifications. The Administrative Affairs Office will also include in its review any applications it may have “on file”.
 - b. A matrix of qualifications will be created by the Vice President/President based on the job descriptions. The Administrative Affairs Office will complete the qualification matrix to assist the search committee in the screening process.
 - c. Copies of application of position candidates and the completed matrix will be sent to the search committee to be appointed by the respective divisional Vice President. This Vice President will also serve on the Search Committee. The Committee will screen the applications and will inform the Vice President for Administrative Affairs Office of the applicants to be notified for personal interviews.
 - d. The committee and the Vice President for Administrative Affairs will jointly schedule interviews, keeping the President’s Office informed.
 - e. The committee will recommend the top ranked prioritized candidates to be hired to the respective divisional Vice President.
 - f. In consultation with the President, the Vice President will select the candidate. A *Salary Determination Broadbanding Staff* Form will be completed by the Administrative Affairs Office. Information will be provided to the Vice President. The Vice President will determine a fair salary from that information. If none of the priority candidates accepts the position, the Vice President will reconvene the search committee to decide if the position should be re-opened or if a candidate of lower ranking should be offered the position.
 - g. The Vice -President will finish completing the Salary Determination Broadbanding Staff Form with the agreed upon salary, start date and his/her signature.
2. Full-Time Faculty, Administrative and Professional Staff
 - a. All applicants will submit written applications and resumes to the Administrative Affairs Office. The Administrative Affairs Officer will also include in its review any appropriate applications that it may have “on file”. At least three (3) letters of recommendation and college transcripts must be submitted by each applicant.
 - b. Candidates for Vice President positions will be screened by a search committee appointed by the President who will also serve on the committee. Candidates for mid-management or full-time faculty positions will be screened by a search committee appointed by the respective divisional Vice President who will also serve on the search committee.
 - c. A matrix of qualifications will be created Vice President/President based on the job descriptions. Administrative Affairs Office will complete the qualification matrix to assist the search committee in the screening process.
 - d. Copies of applications of position candidates and the completed matrix will be sent to the search committee to be appointed by the respective divisional Vice President. This

Vice President will also serve on the search committee. The President may also serve on the search committee. The committee will screen the applications and will inform the Vice President for Administrative Affairs Office of the applicants to be notified for personal interviews.

- e. The search committee's purpose is to screen applications, invite finalists, interview them and make a recommendation to the President. The recommendation may be one of the following alternatives:
 - i. A list of candidates in priority ranking by the committee.
 - ii. A listing of candidates without priority.
 - iii. A rejection of all applicants with the recommendation to continue the screening process.
- f. The search committee is reminded that its recommendation is not a final selection but an advisory recommendation which may be used in the final decision by the President.
- g. The President in consultation with the respective divisional Vice President and/or the Administrative Council shall make the final selection and determine the appropriate salary.
- h. The President will set the conditions of employment, including salary in accordance with College Policy. The President will complete the *Salary Determination* form and forward it to the Administrative Affairs Office.

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