

# Seminole State College Hiring Procedure

## I. PURPOSE

This procedure provides instruction for hiring all full-time employees at Seminole State College. The President of the College, as Chief Executive Officer, is delegated authority by the Board of Regents for all employment decisions (excluding Vice Presidential positions) regarding hiring, assignment of personnel, promotion, designation of duties and job descriptions, discipline, termination, or any other personnel actions. For any position with the title of Vice President, Board approval is required prior to hiring or termination

Hiring practices are carried out in compliance with and support of the following federal civil right laws:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

College policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

## II. PHILOSOPHY

It is the philosophy of Seminole State College that hiring procedures and guidelines be established which provide for the hiring of highly qualified people who are knowledgeable and skilled in their professional and academic areas, in managing and directing administrative functions or academic programs, and who can successfully serve our students.

To that end, it is our philosophy that Seminole State College follows an effective hiring process that ensures non-discrimination and equal opportunity in employment. Together it is a collective responsibility to ensure that fair hiring procedures are central to all recruitment and hiring processes.

## III. GENERAL PROCEDURE

The following principles shall guide all activities related to the screening and hiring of new employees:

## Seminole State College Hiring Procedure

- The College actively seeks applicants who demonstrate the required technical expertise, preparedness, competence, respect, knowledge, and sensitivity that will enable them to effectively work in a multi-cultural, multi-lingual educational environment.
- The administration, faculty, staff, students and community members who serve on the hiring committees share the responsibility for assuring fair hiring practices throughout the screening and selection process.
- Hiring decisions shall comply with Federal and State laws if applicable, and the College's commitment to equal opportunity, fairness, inclusion, respect of all candidates, and objectivity throughout the selection process.
- Between the announcement of a vacant position and the hiring of the candidate, there will be enough time to allow for a thorough, complete and thoughtful search.
- The screening committee shall be diverse, in order to broaden perspectives and to better represent the College's commitment to non-discrimination and equal opportunity.
- After hiring decisions are made, the decision will be communicated to the screening committees by the Committee Chair.
- The screening committee and hiring administrators shall maintain confidentiality throughout, and following completion of, the screening and hiring process.

### **IV. DEVELOPMENT OF JOB DESCRIPTION**

- When a new position opens or is vacated and has been vetted and approved to post by the area Vice President and President, the Committee Chair will be notified by Human Resources to prepare a current job description using the Seminole State College approved job description template. The most up-to-date job description template will be available on the Human Resources website.
- The Director of Human Resources or their designee will review the job description to assure overall compliance with legal standards and college approved language. If substantives changes are made to the job description, the document will be forwarded to the area Vice President for final review.

### **V. RECRUITMENT**

Unless waived by the President below bullets apply as stated

- Vacant positions will be advertised internally or externally by Human Resources. The determination of whether the position will be posted internally or externally is at the discretion of the President and Director for Human Resources.
- Positions will be advertised as listed:  
Staff and Faculty positions for a minimum of 14 days  
Administrator positions for a minimum of 21 days

## Seminole State College Hiring Procedure

- It is the recommendation of Human Resources that all job announcements include a best consideration date. However, an “open until filled” status will allow the committees to review applications while recruitment may continue.
- Human Resources will generally recruit based on a standard recruitment plan and budgetary expenses which provides for posting of job announcements on the College’s website, campus-wide email to all employees, and posted in the appropriate online or print media that encourages diversity, as well as targets professional expert sources to support a rigorous recruitment effort.

### **VI. ESTABLISHING THE SCREENING COMMITTEE**

The process for establishing screening committees is designed to be consistent with our commitment to shared governance and diversity. The screening committee includes a diverse membership which will bring a variety of perspectives to the assessment of applicant’s qualifications. The Screening Committee will be selected by the Committee Chair with the final approval of the President. The standard screening committee formation is five committee members. Diversity of the committee will be insured on all hiring committees to broaden perspectives. A Human Resources representative must be present for all interviews and committee meetings. The appropriate supervisor’s approval must be obtained prior to asking individuals to serve on the screening committee.

- For faculty positions, the screening committee will include the appropriate division chair, the appropriate curriculum chair and/or faculty from the division, a faculty member from outside the division, a professional staff member, and a classified staff member. Applicants being considered for an interview will be credentialed by the Academic Affairs Office. Teaching demonstrations are highly encouraged for faculty interviews.
- For staff positions, the screening committee will include the hiring supervisor, a department representative, a faculty member, a professional staff member, and a classified member.
- The Area Vice President is encouraged to participate in the interview as a non-voting sixth member.

### **VII. INTERVIEW AND COMMITTEE RESPONSIBILITIES**

- The screening committee may conduct interviews via telephone or Skype/Zoom or in person. Each candidate will be offered the same interview format option(s).
- The Committee Chair will develop and utilize a scoring system (Pre-Interview rubric, Interview rubric, and Interview Questions) for the committee to use and rank each candidate throughout the interview process. The scoring system must be approved by Human Resources prior to conducting interviews.

## Seminole State College Hiring Procedure

- Those individuals selected for interviews will be given the option of paying for travel themselves or having their interview conducted via telephone or Skype/Zoom.
- Once all interviews have been completed, the screening committee will complete the approved rubrics and turn all documents over to the Human Resources representative. The Human Resources representative will total all scores to determine the top three finalists.
- The Human Resources Office will notify the Committee Chair and appropriate Vice President of the finalists' names in alphabetical order. The Committee Chair or their designee will complete and document reference checks of the top three finalists.
- The appropriate Vice President may request an interview with the top three finalists, if they were not present in the interviews.
- Upon completion of reference checks and documentation, the Committee Chair or their designee will construct an email describing the top three candidate's qualifications, unranked.
- The composed email should be sent to the appropriate Vice President for review. Upon the appropriate Vice President's approval, the Committee Chair will send the approved email to Human Resources and the President for consideration.
- Please note the Committee members will not share any information regarding the selection process of a specific search with anyone outside the committee or the hiring authority.

### **VIII. FINAL INTERVIEWS AND OFFERS OF EMPLOYMENT**

- When the President has completed interviews of the top three candidates, he/she will contact the Human Resources Office with his/her decision.
- The Human Resources Office will notify the Committee Chair and appropriate Vice President of the President's decision and discuss potential start date.
- The Human Resources Office will contact the selected finalist and present an offer of employment. Upon acceptance of offer, the Human Resources Office will notify the Committee Chair, appropriate Vice President, and the President.
- The Human Resources Office will request an official transcript to be sent to Human Resources if applicable to the position.

### **IX. FINAL ACTIONS**

- Human Resources will verify that "official transcripts" have been requested by the new hire and a background check has been initiated. All offers of employment will be contingent upon a satisfactory background check and receipt of official transcripts within 30 days of the job offer to verify the new hire's educational credentials.
- Human Resources will contact the new hire to coordinate new hire paperwork.

## Seminole State College Hiring Procedure

- The Human Resources office will notify those finalists not selected for the position. Candidates not selected for an interview will receive notice stating that the position has been filled.

*Policy Reference*

*II-4-I – General Policies Regarding College Personnel*

*Administrative Council Approval Date: November 4, 2019*