

**SUNY** SCHENECTADY  
COUNTY COMMUNITY COLLEGE

# **SUNY Schenectady County Community College**

## **Guidelines for Hiring Full-Time Faculty**

# TABLE OF CONTENTS

	<b>Page</b>
Recruitment and Marketing Guidelines for Full-Time Faculty Positions and Professional Staff in the Academic Affairs Division .....	3
Overview .....	3-6
Responsibilities of the Vice President.....	6-8
Responsibilities of the Executive Director for Human Resources/ Affirmative Action Officer (EDHR/AAO) .....	8
Responsibilities of the Search Committee Chairperson .....	9-10
Responsibilities of Search Committee Members .....	10-11

## **Recruitment and Marketing Guidelines for Full-time Faculty and Professional Staff in the Academic Affairs Division**

All recruitment and marketing for full time positions will follow the affirmative action and equal opportunity employment practices of the College. Recruitment procedures for a position may include a local/regional or national search or a combination of the two. The Executive Director for Human Resources/Affirmative Action Officer (EDHR/AAO) will be responsible for a centralized recruitment effort. The EDHR/AAO may conduct special emphasis recruiting geared to achieve a diverse pool of candidates to ensure equal employment opportunity.

All full-time SCCC employees meeting the position qualifications will have an opportunity to interview for the position. For external recruitment purposes, a minority vita bank will be maintained by the EDHR/AAO and updated annually for the purpose of identifying potential candidates interested in employment opportunities on the campus. As positions become available, specialized recruitment efforts will include notifying qualified minority candidates to encourage their applications. The EDHR/AAO will review the contents of advertisements to ensure non-discriminatory, gender-free language. All advertisements will contain the statement "Schenectady County Community College is an equal employment opportunity/affirmative action employer."

Advertising selections will be based on the scope and budget for the search. The College, through the EDHR/AAO, will follow contractual guidelines for notifying the SCCC Faculty Association about available positions.

### **Overview**

The following guidelines will apply to all searches for full-time faculty and professional staff vacancies. The only exceptions will be searches for senior administrative positions. These guidelines are intended to ensure consistency of policy and practice with equal employment opportunity/affirmative action requirements.

1. Prior to filling a vacancy, the Vice President, in consultation with the President, will determine the budget for the search and the scope of the search, e.g., national or regional search; internal or external search. The appropriate supervisor in consultation with the Vice President, and upon approval of funds from the Vice President of Administration, will prepare and submit to the Executive Director for Human Resources/Affirmative Action Officer (EDHR/AAO) a Search Request Form, a recommendation of potential advertising sources, a current job description, and a written advertisement.
2. The Vice President, in consultation with the appropriate supervisor will appoint a committee chairperson and search committee members and will submit a time frame for the hiring request to the President with copies to the EDHR/AAO. The search committee should generally consist of three to seven members. Every effort should be made to have diverse representation (including gender, ethnicity, and department/division) on the committee. If diverse representation cannot be achieved, members of the Affirmative Action and Multicultural Affairs Committee may be appointed to the search committee.
3. The EDHR/AAO will place all advertisements and conduct recruiting efforts for the position. All recruitment and marketing for full-time positions will follow the affirmative action and equal opportunity employment policies of the SCCC Board of Trustees.
4. The EDHR/AAO will review the hiring and affirmative action guidelines for the search with the search committee chairperson, the supervisor, and Vice President.
5. The search committee chairperson will contact the EDHR/AAO to schedule an orientation meeting on hiring guidelines for the search committee.
6. The supervisor for the position, in conjunction with the Vice President, will develop a draft of an evaluation form utilizing the job description. The search committee will review the evaluation form and may recommend changes to the supervisor. The supervisor will forward the evaluation form to the Vice President, the search committee chairperson, and the EDHR/AAO.

7. The search committee chairperson will review resumes and SCCC application documents of all applicants with the EDHR/AAO to determine if the minimum required qualifications have been met. At this point, the committee chairperson will remove unqualified applicants from the pool.
8. Search committee members will review files of qualified applicants and complete the evaluation forms. These evaluations should be used to discuss the qualified candidates and disposed of after the search is completed. The committee chairperson will assume leadership in assuring that the candidate pool is judged by all committee members on the strength of the applicants' qualifications as indicated on the evaluation forms.
9. The search committee will select a diverse pool of qualified semifinalists (preferably 6 - 8) to be interviewed. The search committee may also choose to identify two alternates in case any of the semifinalists are not available for interviews.
10. Search committee members will not contact any of the applicants, the applicants' employers, or the educational institutions the applicants have attended.
11. The search committee will develop questions and submit them to the Vice President and supervisor for input. The committee will interview semifinalists and discuss the strengths and weakness of all candidates interviewed. The committee will recommend, unranked, up to three or more qualified finalists based on the interviews and the College's commitment to diversity. This recommendation will be submitted in writing by the committee chairperson, on behalf of the search committee, to the supervisor, the Vice President and the EDHR/AAO.
12. The finalists will be interviewed by the Vice President and supervisor. The President may also choose to interview finalists.
13. The supervisor will submit written, ranked recommendations of the finalists to the Vice President and send a copy to the EDHR/AAO.

14. The Vice President/designee will conduct reference checks. The Vice President will submit a written recommendation for appointment to the President, along with the candidate's complete application folder. A copy of the recommendation will be sent to the EDHR/AAO.
15. The Vice President will extend an offer to the candidate and negotiate any terms of employment, pending Board of Trustees approval.
16. The Vice President/designee will contact the finalists who were interviewed, but not selected, to inform them that an offer has been made and accepted. The EDHR/AAO will send out letters to the candidates interviewed, but not selected.
17. The President will make a recommendation to the Board of Trustees for appointment.
18. The SCCC Board of Trustees will make the decision for appointment and authorize the President to extend the written offer of employment.

## **Responsibilities of the Vice President**

1. In consultation with the President and Vice President of Administration, determines the budget and the scope of the search (e.g., regional/national; internal/external).
2. In consultation with the appropriate supervisor, prepares and submits to the EDHR/AAO a search request form, a recommendation of potential advertising sources, a current job description, and a written job advertisement.

3. In consultation with the appropriate supervisor, appoints a chairperson and search committee members and submits a time frame for the hiring request to the President with copies to the EDHR/AO. The search committee should generally consist of three to seven members. Every effort should be made to have diverse representation (including gender, ethnicity, and department/division) on the committee. If diverse representation cannot be achieved, members of the Affirmative Action and Multicultural Affairs Committee may be appointed to the search committee.
4. Meets with the supervisor, search committee chairperson and the EDHR/AO to review the search process and roles.
5. In consultation with the supervisor, approves appropriate modifications for the evaluation spreadsheet to fit the specific position description.
6. Receives a final time frame for the search from the search committee chairperson and reviews the search questions.
7. Receives the unranked recommendations of up to three or more finalists, submitted by the search committee chairperson on behalf of the committee.
8. Interviews the finalists for the position.
9. Receives from the supervisor written, ranked recommendations of the finalists.
10. Conducts (or assigns a designee to conduct) reference checks utilizing the reference check form and submits a written recommendation for appointment to the President and EDHR/AO, along with the candidate's complete application folder.
11. Extends an offer to the candidate and negotiates any terms of employment, pending Board of Trustees approval.

12. Contacts (or assigns a designee to contact) the finalists who were interviewed, but not selected, to inform them that an offer has been made and accepted. The EDHR/AAO will send out letters to the candidates who were interviewed but not selected, and all other applicants.

## **Responsibilities of the Executive Director for Human Resources/ Affirmative Action Officer (EDHR/AAO)**

The EDHR/AAO will serve as an ex-officio, non-voting member of all searches. EDHR/AAO responsibilities will include reviewing applications, providing advice with respect to affirmative action and procedures, monitoring the search process to ensure equal employment opportunity.

1. The EDHR/AAO will provide each search committee chairperson and committee member with a copy of these guidelines and will review appropriate procedures.
2. The EDHR/AAO will be responsible for all correspondence with applicants. The EDHR/AAO will maintain official files during the active search, including original applications and a current applicant list.
3. The search committee chairperson and the EDHR/AAO will review the incoming applications and eliminate all applicants who do not meet the position qualifications. Upon their elimination, applicants will be so notified by the EDHR/AAO.
4. The EDHR/AAO will complete an employment file for each qualified applicant and will make the files available for review by the search committee in accordance with the time frame for hiring.

5. Upon receiving the search committee's recommended semifinalists to interview, the EDHR/AAO will notify all semifinalists of the decision and schedule interviews with them in consultation with the committee chair.
6. All calls received regarding the status of the search will be referred to the EDHR/AAO.
7. The EDHR/AAO will be responsible for notifying all applicants in writing of their status.

## **Responsibilities of the Search Committee Chairperson**

1. Meets with the appropriate Vice President, supervisor and the EDHR/AAO to review the hiring guidelines.
2. Convenes and chairs search committee meetings. The search chair will provide summaries of all meetings to the committee, the supervisor and the EDHR/AAO.
3. Reviews applicants' files with the EDHR/AAO to eliminate applicants who do not meet the qualifications for the position.
4. Schedules affirmative action orientation for the search committee with the EDHR/AAO.
5. Reviews with the search committee the general time frame for hiring submitted by the Vice President and submits a final time frame to the Vice President and EDHR/AAO.
6. Develops the evaluation form with the search committee to ensure a common interpretation and ensures that evaluation forms are available for search committee members to review the applications.

7. In conjunction with the search committee, Vice President, Supervisor and EDHR/AAO, seeks to ensure diversity in gender, experience, and ethnicity in the pool of candidates to be interviewed.
8. Conducts the search committee's interviews with the candidates. Refers all calls received regarding the status of the search to the EDHR/AAO.
9. Convenes search committee meetings to identify strengths and weaknesses those interviewed and of unranked finalists, and provides a written recommendation to the appropriate supervisor, Vice President and the EDHR/AAO.
10. Monitors all activities of the search committee with the assistance of the EDHR/AAO to assure compliance with affirmative action guidelines.

## **Responsibilities of Search Committee Members**

The search committee engages in a participatory decision-making process for the department, division, and College to ensure an equal opportunity employment search. It is the search committee's responsibility to carefully and fairly review each applicant's credentials, interview candidates, and select a diverse pool of finalists for the position. Although the search committee is not empowered to make offers of employment, its members' judgment of the candidates is the basis for hiring. The search committee also has an important role in ensuring an unbiased and equitable treatment of protected class applicants, which include, minorities, persons with disabilities and veterans.

### **Search committee member responsibilities include:**

1. Participate in the affirmative action orientation prior to serving on the search committee.
2. Assist in developing a detailed hiring calendar.

3. Develop the evaluation form to ensure a common interpretation.
4. Complete an evaluation form for each candidate and discuss their evaluations in committee meetings.
5. Assist the committee chairperson in developing an interview schedule.
6. Develop questions for the interview in conjunction with the EDHR/AAO, supervisor and Vice President. These questions should be formulated to ensure consistency and to identify important traits for the position. Follow-up questions may be asked of applicants to elaborate or clarify previous answers.
7. Review applicant files and, using the evaluation form results, identify and select a diverse pool of semifinalist candidates (preferably 6-8 if feasible) to interview. If feasible, identify two alternates in case any of the semifinalists are not available for interviews. Work with the chairperson and the EDHR/AAO to coordinate the interview process.
8. Interview the semifinalist candidates. Refer all calls received regarding the status of the search to the EDHR/AAO.
9. Participate in the search committee's final report.