

SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE

SUNY Schenectady County Community College

Guidelines for Hiring Full-Time Professional Staff

TABLE OF CONTENTS

	Page
Recruitment and Marketing Guidelines for Full-Time Professional Positions.....	3
Overview	3
Responsibilities of the Vice President.....	7
Responsibilities of Human Resources	8
Responsibilities of the Search Committee Chairperson	10
Responsibilities of Search Committee Members	12

Recruitment and Marketing Guidelines for Full-time Professional Staff

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. Human Resources will be responsible for a centralized recruitment effort and 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 Human Resources Department 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. Human Resources 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 Human Resources, will follow contractual guidelines for notifying the SCCC Faculty Association and Chairpersons, Administrators and Directors Association (CADA) about available positions.

Overview

The following guidelines will apply to all searches for full-time 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 Human Resources Department 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 Human Resources. 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 Human Resources Department 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. Human Resources Department 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 Human Resources Department 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 Human Resources.
7. The search committee chairperson will review resumes and SCCC application documents of all applicants with the Human Resources Department 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 Human Resources Department.
12. The finalists (at least three) will be interviewed by the Vice President and supervisor. The President may also choose to interview finalists.
13. The supervisor will submit a written unranked, strengths and weakness report of the finalists to the Vice President and send a copy to Human Resources.
14. The Vice President/designee will interview finalists and conduct reference checks. The Vice President will submit a written recommendation for appointment to the President, the supervisors and search committees' strengths and weaknesses reports, along with the candidate's complete application folder. A copy of the search materials will be sent to the Human Resources.
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 Human Resources Department 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 Human Resources 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 Human Resources. 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 Human Resources 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 Human Resources, 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. Human Resources will send out letters to the candidates who were interviewed but not selected, and all other applicants.

Responsibilities of the Human Resources Department

Human Resources will serve as an ex-officio, non-voting member of all searches. The Human Resources Department will review applications, providing advice with respect to affirmative action and procedures, monitoring the search process to ensure equal employment opportunity.

1. Human Resources will provide each search committee chairperson and committee member with a copy of these guidelines and will review appropriate procedures.
2. Human Resources will be responsible for all correspondence with applicants. The Human Resources Department will maintain official files during the active search, including original applications and a current applicant list.
3. The search committee chairperson and Human Resources 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 Human Resources Department.
4. Human Resources 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, Human Resources 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 Human Resources Department.
7. Human Resources will be responsible for notifying all applicants in writing of their status.

Responsibilities of the Search Committee Chairperson

1. Meet with the appropriate Vice President/Dean and Human Resources to review the hiring guidelines.
2. Convenes and chairs search committee meetings. Provide a summary of the meetings to the committee, the supervisor and Human Resources.
3. Schedule an affirmative action orientation for the search committee with Human Resources and Dean.
4. Review applicants' files with the committee to eliminate applicants who do not meet the qualifications for the position.
5. Review with the final timeframe for hiring with the search committee provided by the Vice President.
6. Develop the search evaluation form with the committee.
7. Develop the interview questions with the committee.
8. Inform Human Resources when an applicant is eliminated from the search process.
9. In conjunction with Human Resources and Vice President/Dean, seeks to ensure diversity in gender, experience, and ethnicity in the pool of candidates interviewed.
10. Develop an interview schedule with the committee.
11. Conduct the search committee interviews with the candidates.
12. Refer all calls and correspondence regarding the status of the search to Human Resources.
13. In alphabetical order, provide a written, unranked summary, of the strengths and weaknesses report of the candidates interviewed to the Vice President/Dean and Human Resources.
14. Monitor all activities of the search committee with the assistance of Human Resources to assure compliance with Affirmative Action/EEo guidelines.

15. Submit the committee evaluation rating form to Human Resources for all candidates the applicants at the conclusion of the search.

RESPONSIBILITIES OF SEARCH COMMITTEE MEMBERS

1. 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 finalists for the position. Although the search committee is not empowered to make offers of employment, its members' judgment of the candidates is used as 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 women, minorities, persons with disabilities and veterans.
2. Search committee member responsibilities include:
3. Participate in the affirmative action orientation prior to serving on the search committee.
4. Assist in developing a detailed hiring calendar.
5. Review all applicant folders and eliminate candidates from the pool who do not meet the required qualifications advertised for the position.
6. Develop the evaluation form for the search process. All committee members will be required to individually complete an evaluation form for each candidate and to discuss their evaluations in committee meetings.
7. Assist the committee chairperson in developing an interview schedule.
8. Develop questions for the interview. 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.
9. Review applicant files and, using the evaluation form results, identify and select a diverse pool of at least six candidates to interview. If feasible, identify two alternates in case any of the candidates are not available for interviews. Work with Human Resources to coordinate the interview process.
10. Interview the candidates. Refer all calls received regarding the status of the search to Human Resources.
11. Provide a final report of strengths and weaknesses for candidates interviewed. Send a copy of the report to the supervisor and Human Resources.