CP 2-5: Faculty Hiring Requirements

COLLEGE POLICY: CP 2-5
APPROVED: October 9, 2014
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REFERENCES: BP 2-5

The College shall develop policies and procedures to hire qualified individuals available to teach on a fulltime or part-time basis. The College will meet or exceed Montana Board of Regents policy regarding qualifications for faculty at two-year institutions.

Operating Procedure Details:

The college continually strives to hire the most qualified individuals available to teach on a fulltime or part-time basis. The College will meet or exceed Montana Board of Regents policy regarding qualifications for faculty at two-year institutions.

Announcement Procedure

1. The President will appoint a search committee of faculty and staff members and will select a chairperson for the search committee.
2. The position will be posted internally for a period of five working days. Human Resources will notify GFT and DCCU of the vacancy, post notice of the vacancy on at least one employee bulletin board, and inform all current and laid off employees of the opening through their DCC email accounts.
3. If Human Resources receives applications from qualified internal candidates during the five-day internal posting period, the President will determine if external advertisement is necessary.
4. If the President determines that external advertisement is necessary, the Human Resources office will mail vacancy announcements to appropriate newspapers, professional journals, the local Job Service Office, etc. The Human Resources department and the President are responsible for determining the appropriate advertising/posting strategy to develop the strongest, most diverse, applicant pool possible.
5. Applications are to be sent to the Human Resources office to be screened for completeness and compliance with minimum positions qualifications/experience. An application file will be considered as complete when it includes: a letter of application for the posted position; the college application form; a resume or CV; an unofficial copy of college transcripts (if official transcripts are required, the Human Resources office must receive the document(s) prior to issuance of first contract); and the names, addresses, and phone numbers of three professional references; and a completed Credential Verification form. Prospective applicants will be notified of the completeness of their application.
6. Human Resources will forward all complete applicant packets for those candidates that meet or exceed the minimum qualifications to the search committee chairperson. The Human Resources department will not forward to the search committee incomplete application packets nor applications materials that do not document clearly that the applicant meets the job's minimum qualifications. The Vice President of Academic and Student Affairs may review incomplete application packets or the packets for candidates deemed unqualified by Human Resources.

Search Committees

All search committees will receive a committee charge from the president or designee that outlines the committee's roles and responsibilities and highlight's the College's AA/EEO policy. The role of a search committee is to complete the following process:

1. review the application materials submitted by qualified applicants for the job
2. use information in the application materials to narrow the pool of applicants to a group of semifinalists;
3. develop appropriate interview questions for semifinalists and finalists with approval from Human Resources;
4. schedule and conduct telephone or video interviews with semifinalists and use appropriate information from the interviews to narrow the pool of semifinalists to three or four finalists;
5. organize, schedule, and conduct an on-campus interview process for each finalist; and develop, as a committee, a list of strengths and weaknesses for each finalist candidate.

Once the committee completes the search process, the committee chairperson submits the strengths/weaknesses lists and all committee materials/notes to Human Resources. Human Resources will forward the materials to the President. The College president will make the final determination of which candidate will be offered the position based on the committee's input. The Human Resources Office will notify all unsuccessful applicants of the results of the search.

Search Committee Expectations and Guidelines

- Committee members must keep all information about applicants completely confidential. The committee chairperson may consult only with the College President~~,~~ or the Human Resources department, as necessary during the search process.
- At each stage of the search process (i.e., application material review, semifinalists' interviews, and finalists' interviews), all candidates should receive the same treatment (e.g., scoring rubric questions, interview panel participants, tours, breaks, meals, etc.).
- For the application materials review stage, the committee should create a scoring rubric or criteria by which each member will evaluate the application packets. The committee should use the job description (e.g., job characteristics, minimum and preferred qualifications, essential functions, job requirements, etc.) to create the rubric. Human Resources will provide a sample rubric that the committee can use as a guide to develop a rubric for the search they are conducting.
- It is preferred that the committee organize a "meet the candidate" mixer for each finalist. Human Resources can provide information on how to organize a mixer.
- All job vacancy postings are available to internal applicants for five days prior to the College deciding to post the job vacancy externally. Other than this advantage in the search process, internal applicants should receive the same treatment as external applicants. The College does not give "courtesy" interviews.
- At the end of the search process, each committee member should submit all search materials, including informal and formal notes taken during the process, to the chairperson. The chairperson will submit all committee materials to the Human Resources department.

Illegal Questions

It is never appropriate to ask questions about a job applicant's age; race, ethnicity, or color; gender or sex; country of national origin or birthplace; religion; disability; marital or family status; or pregnancy.

Do not let the interview turn into an informal chat session in order to avoid questions, like the following, that might seem harmless, but are inappropriate.

- What arrangements are you able to make for childcare while you work?
- How old are your children?
- When did you graduate from high school?
- Are you a U.S. citizen?
- What does your wife/husband do for a living?
- Where did you live while you were growing up?
- Will you need personal time for particular religious holidays?
- Are you comfortable working for a female boss?
- There is a large disparity between your age and that of the position's coworkers. Is this a problem for you?
- How long do you plan to work until you retire?
- You seem young to hold this position, are you ready for this much responsibility?
- Have you experienced any serious illnesses in the past year?
- Do you have a car that will handle our winters?

If a candidate offers information that is unrelated to the job, such as, "I will need a flexible schedule because I have four children in elementary school," you can answer the relevant question (i.e., "Does the college allow flexible work schedules?"). Do not pursue the unrelated topic further. Instead, move to the next prepared interview question, or ask the candidate if he/she has any other questions.

Semi-Finalist and Finalist Questions

It is normal and appropriate for semifinalists and finalists to ask questions during the interview process. The committee should document all questions asked by candidates during the interview process.

Committee members should answer questions in a truthful and unbiased manner. If none of the committee members knows the answer to a candidate question, it is appropriate to tell the candidate that the committee will email the answer as soon as possible. The search committee chairperson or Human Resources should send the candidate an email with the answer within one or two business days.

If an applicant asks about accommodations for a disability, a committee member should state, "The College makes reasonable accommodations for documented disabilities." If the candidate wants additional detail, the committee should refer him or her to the Human Resources department.

If a candidate asks questions about salary, benefits, or start date, the committee should direct him or her to the Human Resources department.

If a candidate contacts a committee member outside of the interviews (e.g., phone call, email message, etc.), the committee member should direct the candidate to contact the search committee chairperson or the Human Resources department, and the committee member should document the interaction.

SCOPE These procedures apply to Dawson Community College.

History: 8/28/2001, 3/22/2004, 7/26/2010, 2/27/2012, 11/10/2020