

PROCEDURE 2.4.4: EMPLOYMENT OF CONTRACTUAL FACULTY

1. The dean/chair notifies the vice president of academic services of the open position.
2. The vice president of academic services discusses the status of the open position with cabinet.
3. The cabinet:
 - a. Decides whether or not to fill the position.
 - b. Communicates the decision to HR and the dean/chair.
 - c. If approved, the position is advertised before Nov. 1.
 - d. The search process begins in the fall preceding full-time faculty returning to campus.
4. If approved by cabinet, HR:
 - a. Provides the following to the dean/chair:
 - i. Position description, highlighting sections needing review
 - ii. Previous similar position descriptions
 - iii. Previously used interview questions
 - iv. Faculty rubric template
5. The dean/chair:
 - a. Selects a diverse interviewing committee (IC) representing administration, faculty and staff to include the hiring manager, content expert and HR.
 - b. Sends position description, interview questions, rubric, teaching demonstration topics and IC list to HR and the vice president of academic services.
6. HR schedules the first IC meeting.
7. The IC:
 - a. Meets to review and revise the position description, interview questions and rubric, as needed.
 - b. Determine teaching demonstration topics for the interviews.
 - c. Block out dates/times for IC meetings and interviews.
8. The vice president of academic services, HR and the dean/chair review and finalize the proposed position description, salary, interview questions, rubric and teaching demonstration topics.

9. HR posts the position in NEOGOV.
10. The dean/chair, vice president of academic services and the chief executive officer approve the position in NEOGOV.
11. HR:
 - a. Advertises the position.
 - b. Conducts the interview diversity training for IC members.
 - c. Reviews the applications with the dean/chair to select qualified candidates.
 - d. Refers selected candidates to the IC.
 - e. Sends the rubric to the IC.
12. The IC:
 - a. Reviews the applications.
 - b. Completes the rubrics.
 - c. Sends completed rubrics to the dean/chair.
13. The dean/chair compiles completed rubrics.
14. The IC meets to:
 - a. Review applications and compiled rubrics.
 - b. Determine slate for first interviews.
15. HR:
 - a. Schedules the first interviews including a short teaching demonstration.
 - b. Sends interviewing information to the IC and candidates.
16. The IC:
 - a. Conducts the first interviews.
 - b. Determines who receives a second interview.
 - c. Returns all interview documentation to HR.
17. HR
 - a. Schedules the second interviews to include a longer teaching demonstration.
 - b. Sends interviewing information to the IC and candidates.
18. The IC:
 - a. Conducts the second interviews.
 - b. Ranks the top two candidates.
 - c. Returns all interview documentation to HR.

19. HR:
 - a. Provides reference check forms to the dean/chair.
20. The dean/chair:
 - a. Conducts reference checks for top candidate(s) to include two professional and one personal.
 - b. Completes reference check documentation, and returns it to HR.
21. HR:
 - a. Confirms salary placement on salary schedule based upon education, skills and experience.
 - b. Communicates salary to the dean/chair.
22. The dean/chair:
 - a. Extends an offer to the selected candidate, explaining the offer is subject to board of trustees (BOT) approval.
 - b. Communicates the outcome with the IC.
23. If the offer is accepted:
 - a. HR:
 - i. Adds the candidate to the personnel report for BOT action.
 - ii. Ensures the return of all interview and reference check documentation.
 - b. The BOT considers the recommendation.
24. If the offer is declined:
 - a. The IC reconvenes to discuss extending the offer to runner-up, returning to the applicant pool or failing the search.
25. If approved by the BOT:
 - a. HR lets any unsuccessful candidates know the position has been filled.
 - b. The dean/chair completes the payroll information sheet, and sends to HR (found under Human Resources in mySandburg).
 - c. HR:
 - i. Processes the payroll information sheet.
 - ii. Coordinates the completion of employment paperwork.
 - iii. Submits the background check.
 - iv. Schedules and conducts HR orientation.
 - d. The dean/chair schedules and conducts department orientation.
26. If the BOT does **not** approve:
 - a. HR notifies the candidate.

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