

CP 2-26: Selection of Administrative Staff

COLLEGE POLICY: Selection of Administrative Staff

CP 2-26 APPROVED: October 9, 2014

EFFECTIVE: October 9, 2014

REVISED: November 9, 2020

REFERENCES: BP 2-26

The College shall develop policies and procedures to hire qualified administrative staff based on merit bases selection standards. The Human Resources Office is charged with administering this recruitment and screening procedure.

Operating Procedure Details:

1. The position description will be approved by the College President.
2. The position will be posted internally for a period of one full work-week. If qualified, internal applicants are received, the President will determine if external advertisement is necessary.
3. If no internal applications are received by the first work day of the second week or if internal applications are determined by the President to be unqualified, vacancy announcements will be published in appropriate newspapers and professional journals, and local and state Job Service Office. The selection of additional posting methods will be made by the President.
4. Applications are submitted to the Human Resources office via the website <https://www.dawson.edu/employment-opportunities.html> . The Human Resources office will for completeness and compliance with minimum position qualifications and experience. An application file will be considered as complete when it includes: letter of application for the posted position; the college application form; resume or CV; copy of college transcripts (unofficial), if required – official copies required prior to issuance of first contract; and names, addresses, and phone numbers of three professional references.
5. Prospective applicants will be notified of the completeness of their application and will continue to receive notifications of their status throughout the search process.

Announcement Procedure

1. If the position is new, the President will develop a position description.
2. If the position is not new, the President will review the position description to assure that it still properly describes the job.
3. The President appoint a search committee and chairperson.
4. The position will be posted internally for a period of five working days. Human Resources will announce the position internally via email as well as post notice of the vacancy on the employee bulletin board outside the Human Resources Office and on the employment opportunities web page under internal postings <https://www.dawson.edu/employment-opportunities.html>.
5. 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.
6. If the President determines that external advertisement is necessary, the Human Resources office will mail vacancy announcements to appropriate newspapers, professional journals, and 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.

7. Applications are to be sent to the Human Resources office where they will 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 or the contract will be contingent upon receipt of); 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.

8. HR will forward all complete applicant packets for those candidates that meet or exceed the minimum qualifications to the search committee chair. 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 President may review incomplete application packets or the packets for candidates deemed unqualified by HR.

Search Committees

The President will appoint the committee members and chairperson. All search committees will receive a committee charge from the President or his 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;
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
6. 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 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. If necessary, Human Resources can provide a sample rubric that the committee can use as a guide to develop a rubric for the search they are conducting.
- For jobs that require interaction with a wide spectrum of faculty and staff, 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.

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services (dccweb.wpengine.com/eo-institution/)

SCOPE: These procedures apply to Dawson Community College.

History: 3/22/2004, 7/26/2010, 11/25/2013, 11/09/2020