

SCREENING SELECTION OF FULL-TIME FACULTY, COUNSELORS, AND LIBRARIANS

(REVISED 1/22/93)

1. The Affirmative Action Policy (Appendix A) will be followed.
2. Preparation for Screening Resumes
 - a. The Dean is responsible for the composition of a screening committee. The Dean, working with the appropriate administrator (department head, area coordinator or Assistant Dean) in organizing the search, will form a committee which includes members of under-represented racial and ethnic groups. The composition of a search committee is an important vehicle for demonstrating the affirmative action posture of the College. If necessary, a department is strongly encouraged to include members from related disciplines in order to achieve this objective.
 - b. A list of criteria for each position will be developed, and screening will be based on the criteria and a point system (Appendix B-1, Faculty).
 - c. Requests for external advertising should be initiated by the appropriate Dean as early as possible. Publications such as the Chronicle of Higher Education and Black Issues of Higher Education require substantial lead time for insertion of ads. Consultation with the Director of College Relations and Publications prior to drafting the text of an ad is urged. The Director will be able to advise regarding maximum size of ad, etc.
 - d. The department conducting the search should phone graduate schools with strong programs in the discipline for recruitment purposes. When leads for promising candidates are developed, search committee chairs should follow up promptly, inviting those individuals to apply.
 - e. The position should be listed with appropriate minority professional organizations (Appendix C), and applications being held in the Office of Employee Resources should be reviewed. It is the responsibility of the chair of the search to contact the minority organizations and to see that the applications in the Office of Employee Resources are reviewed.
 - f. All applicants for a specific position will be sent an acknowledgement letter including a card to be returned separately and anonymously indicating position applied for and racial ethnic designation. A summary of the results should be sent to the department by the Affirmative Action Officer.

- g. Prior to the beginning of interviews, the person conducting the search is required to present to the President or his designee a memo detailing the conduct of the search, including documentation of steps taken to insure outreach to prospective minority candidates and evidence that the list of candidates selected for interviews is a representative one.

Note: Position descriptions identifying essential and marginal functions of a position in compliance with Americans with Disabilities Act are being developed.

3. Interviewing by Discipline Committees and Area Administrators

- a. Candidates will be assessed using the following components (Appendix D1 - Faculty):
 1. Teaching simulation, preferably to a regular class; if, due to time constraints, this should prove impossible, the simulation should be presented to the Discipline Committee and area administrator(s).
 2. A structured interview of questions related to the list of criteria, each criteria with assigned points.
 3. A written exercise (optional).
- b. The components will be assigned overall point values, too. The three to five candidates with the highest overall values will be recommended to the Dean. These candidates will be unranked, though strengths and weaknesses can be listed. Candidates recommended to the Dean will be advised at this time to provide transcripts and letters of reference.

4. Dean, Provost, and Vice President

- a. After interviewing the finalists, reviewing their records, and reviewing the recommendations of the Screening Committee and area administrators, the Dean will select one candidate and submit that name to the Provost and Vice President for final campus and college review and approval.
- b. A recommendation is made to the President prior to an offer being made to an individual, accompanied by a list of persons actually interviewed, identified by race and gender. The President or his designee will review the materials and upon acceptance of the recommendation will authorize the offering of a position to the person being recommended.

Note that these procedures do not supersede any contractual agreements that the College has with any group of employees.