

HIRING – FULL-TIME ACADEMIC FACULTY

Section 1. *Position Approval and Recruitment*

It is the responsibility of the hiring supervisor to ensure funding availability prior to initiating the online requisition process for approval and posting of the position. All positions must be approved by the Vice President of Academic Affairs (VPAA), in consultation with the Vice President of Finance (VPF) or their designees. Replacement positions must be entered into the **online Workday** system as soon as the notification of vacancy occurs **and approval to replace is obtained.**

The Department Chair initiates the requisition process ~~in the online requisition system and the position is approved by the respective Dean, VPAA and VPF.~~ Prior to posting, Human Resources and the Affirmative Action Officer will review the requisition for appropriateness of content.

The Screening Committee, in consultation with the Department Chair and Dean, will develop the job announcement prior to routing for approval and posting.

Section 2. *Type of Search*

Faculty searches will be posted based on the type of search requested:

- a. National search – these searches must be posted for a minimum of 30 calendar days, have greater advertising minimum requirements and allow for reimbursement of candidate travel expenses (up to the approved maximum reimbursement amount).
- b. Local search – these searches must be posted for a minimum of 15 calendar days, require advertising as listed below in items “3a-b” and do not offer candidate travel reimbursements.

VPAA Respective Vice President has final approval on the type of search requested.

All positions will be posted with a closing date and will only be “open until filled” upon request of the hiring committee.

Section 3. *Advertising*

- a. Advertising for positions should include the following as a minimum:

Type of search	Minimum number of posting days	Advertising minimum	Minimum approving authority	Final approving authority
National search	30 calendar days	-CSN website -One website appropriate to the discipline -One website dedicated to higher education -Two websites/publications dedicated to diversity – Diversity Organizations E-List	Department Chair	VPAA and VPF or their designee

		-Nevada Job Connect		
Local search	15 calendar days	-CSN website -One website dedicated to higher education -Two websites/publications dedicated to diversity – Diversity Organizations E-List -Nevada Job Connect	Department Chair	VPAA and VPF or their designee

b. A position in a CTE field will additionally be advertised in a major trade publication and/or trade organization listing for at least thirty (30) days.

c. Applicants are required to submit the following: official online CSN application, College/University transcripts, cover letter, at least three references, and resume or curriculum vitae.

d. ~~If a Candidate is selected for an in-person interview, they~~ may be required to provide additional information including but not limited to: additional materials such as samples of lesson plans; original teaching materials; learning activities; evaluations of learning outcomes; description of the curriculum/learning activities development process; description of related outline training and learning management system (LMS) experience; insight into the applicant's approaches to online and on-ground classes; examples of teamwork contributions/experience and collaboration; a description of college service or civic engagement; and a description of how the applicant incorporates diversity and inclusion into their teaching.

Section 4. Members of the ~~Search~~ Screening Committee

a. ~~The hiring supervisor~~ Human Resources will immediately provide a list of all departmental faculty that have completed ~~search~~ Screening Committee training and are eligible for participation as a member of the ~~search~~ Screening committee ~~training and are eligible for participation as a member of the search committee~~ and e-mail the list to all ~~the other~~ nominators. After consultation with proposed nominees, the nominators will make their nominations within seven (7) calendar days of receiving the list. If the nominator fails to make his/her nomination within that timeframe, the duty to make the nomination will default to the VPAA/designee.

b. The members of the Screening Committee will generally be comprised of five (5) academic faculty members but will be no larger than seven (7) members unless authorized by the VPAA.

c. Members of the Screening Committee are nominated by: the Department Chair (~~2~~ 1 members); the School Dean (1 member), Faculty Senate Chair (1 member); ~~Respective Vice President (1 member)~~ and Affirmative Action Officer (1 member). It is recommended that the majority of committee members have relevant subject matter expertise. The Screening Committee elects the Screening Committee Chair. Tenured and non-tenured faculty members have the ability to accept or to decline Screening Committee appointment without retribution/consequence.

d. The Screening Committee Chair will be a tenured academic faculty member or a “market hire” academic faculty member with a minimum of three (3) years employment at CSN, from the discipline or department, who has completed Screening Committee Chair training (or who shall complete Screening Committee Chair training upon election).

e. The Affirmative Action Officer or designee will review the members of the Screening Committee makeup prior to making their nomination, to ensure the members of the Screening Committee are diverse (gender, race, etc.).

f. The ~~VPA~~ **VPAA Respective Vice President** or designee will review and approve the members of the Screening Committee. Once approved, Human Resources will notify the members of the Screening Committee ~~and the search committee chair~~ of their appointment to the committee.

g. The Affirmative Action Officer or designee along with the Dean of the School ~~or Associate Vice President~~ will meet with the members of the Screening Committee at the first Search Committee meeting to assist in training committee members on procedures and hiring goals as outlined by the Affirmative Action Plan. The Affirmative Action Officer may serve as a resource to the committee.

h. **If a member of the Screening Committee is listed by an applicant as a reference, they must elect to either resign from the Screening Committee or be removed as a reference for the applicant. When Screening Committee members withdraw as references, and if it is necessary due to lack of references for the applicant, the applicant will be notified and given the opportunity to provide replacement references before references are contacted by the Search Committee, if they so desire.**

i. **At the first meeting, the Screening Committee elects the Screening Committee Chair, drafts the job announcement (with supplemental questions if needed), and creates the timeline to complete hiring, and commits to the process. The Screening Committee retains the option of reviewing candidates as they apply, or waiting until the job announcement has closed.**

Section 5. Screening

a. The Screening Committee chooses either

- 1) to have the Committee Chair and a Human Resources staff member independently screen all applications for minimum qualifications within five (5) working days of the position's closing date or full consideration date for "open until filled" positions. If a difference of opinion arises as to whether an applicant meets the minimum qualifications, the Committee Chair in ~~conjunction~~ **consultation** with the ~~VPA or his/her designee~~ **Dean or Director** determines the final list of qualified applicants; or
- 2) to have all applications be reviewed by the Screening Committee with no prior screening.

~~b. The members of the Screening Committee meet with the Department Chair or Director and the Dean or Associate Vice President to develop the screening and ranking form based on the position announcement requirements. Human Resources reviews and approves the form prior to the application screening.~~

~~c. The members of the search committee determines interview and reference check questions appropriate for the position. The committee discusses other evaluation activities as appropriate for the position, e.g., teaching demonstration, etc. Human Resources reviews and approves the questions, forms and evaluation activities prior to the application screening and interviews.~~

b. ~~Application~~ **ant materials** will be available to the members of the search committee one working day after the screening for minimum qualifications is completed.

c. **Each member of the Screening Committee will review the applicants identified as meeting minimum**

qualifications, putting them into three categories by suitability: yes interview, maybe, or no. A short written justification, developed by each Screening Committee member, ~~which is based on the screening criteria for each application's categorization~~ is required. The Screening Committee will meet and discuss the applications to derive a consensus of whom to interview.

d. If the Screening Committee elects to conduct video conference and/or phone interviews, the Screening Committee will provide up to a maximum of eight (8) names per position to be filled to Human Resources to arrange for video conference and/or phone interviews. The Screening Committee develops the objectives that will guide the questions and develops the questions to be asked of the applicants in the video conference and/or phone interviews. Questions must be approved by Human Resources in advance of the scheduled video conference and/or phone interviews, within five (5) working days of their receipt.

e. For positions that are “open until filled,” the members of the Screening committee will have the right to, but are not required to, review subsequent applications received after the full consideration date so long as the deadline is uniformly applied to all applicants. Once the position is closed, no late applications will be accepted.

f. After video conference and/or phone interviews (if any), the Search Committee will conduct at least ~~three (3)~~ two (2) reference checks on applicants proposed for in-person interviews. ~~may be delegated to members of the search committee and reported back to the chair.~~ Lists of questions for reference checks and notes compiled ~~by members of the search committee~~ become part of the search record ~~that the chair submits~~ and are submitted to Human Resources. Questions used in reference checks will be directly related to legitimate hiring criteria ~~and must be preapproved by Human Resources.~~ The refusal of an applicant to permit a professional reference check may be considered as a factor in the hiring decision.

g. The Screening Committee will identify a maximum of five (5) applicants per position to be filled to proceed to in person interviews. Written justification supporting applicants identified for in-person interviews must be based on the job description. The Screening Committee then drafts the scripted questions for the first in-person interview, interview questions must be approved in advance by Human Resources, within five (5) working days of their receipt.

~~f. Each member of the search committee independently scores applications using the approved applicant screening and ranking sheet for those candidates who meet the minimum qualifications. After independently screening the applicants, the members of the search committee come together and compile the results of the ranking. At the time the members of the search committee can discuss any variability in individual screening results. Screening will be completed within fourteen (14) working days after completing the screening for minimum qualifications.~~

~~g. The final determination as to which applicants are to be invited for interviews will be based on the overall ranking on the ranking form. The members of the search committee shall recommend interviews for a minimum of three (3) and no more than five (5) qualified candidates for each position. The search committee chair will submit the completed ranking form with a highlighted list of recommended interviewees to Human Resources. The Affirmative Action Officer will review the list provided and, as appropriate, approve or recommend changes.~~

~~h. In cases where more than two (2) positions are being filled in the same department for the same job description, the number of interviewees must be approved by the respective Dean or Director.~~

Section 6. Interview and Selection

a. Applicants are interviewed by the members of the Screening Committee in person unless an exception is made by the respective Dean or Director. During the interview, the members of the Screening Committee must ask the same agreed-upon questions to each applicant but are able to ask appropriate follow-up questions. The first in-person interviews may include a teaching demonstration or other activity that demonstrates the skills the candidate will bring to the position, as determined by the Screening Committee. As noted in Section 3.d above, applicants may be requested to provide additional materials such as samples of lesson plans; original teaching materials; learning activities; evaluations of learning outcomes; description of the curriculum/learning activities development process; description of related online training and learning management system (LMS) experience; insight into the applicant's approaches to online and on-ground classes; examples of teamwork contributions/experience and collaboration; a description of college service or civic engagement; and a description of how the applicant incorporates diversity and inclusion into their teaching.

~~The members of the search committee may also observe and evaluate a teaching demonstration and/or use other appropriate assessment tools which have been preapproved by Human Resources. The members of the search committee then complete the Strengths and Weaknesses form based on their evaluation of all relevant criteria and create a preference ranking list, as well as indicating any candidates as "Do not recommend for hire."~~

~~b. All applicants interviewed by the members of the search committee not marked as "Do not recommend for hire" will also be interviewed by a second committee convened by CSN Administration. No applicant who was marked "Do not recommend for hire" shall continue in the hiring process or be offered the position.~~

b. The Screening Committee will develop a Strengths and Gaps document based on their evaluation of all relevant criteria, for all candidates to provide justification for who is and who is not advanced to the second in-person interview conducted by the Hiring Committee. Additionally, the Screening Committee may provide a ranking of applicants for consideration of the Hiring Committee.

~~e. The search committee chair has the right to attend interviews subsequent to the search committee interview.~~

c. Only applicants recommended by the Screening Committee will advance to a final in-person interview with the Hiring Committee. The Hiring Committee is composed of the Dean or Associate Vice President or equivalent, Department Chair or Director, ~~and Respective Vice President or designee~~, Faculty Senate Chair or his/her designee, and the Screening Committee Chair.

d. All full-time faculty interviewees ~~shall~~ may be hosted by the respective department, and will be approved by the respective Dean or Associate Vice President or equivalent. Hosts will be chosen and notified in advance by the respective Dean or Associate Vice President or equivalent. The host will be reimbursed for meal costs, consistent with CSN Hosting Policy, at a minimum of up to \$30 for lunch, or \$50 for dinner, total for all persons.

~~f. The search committee chair and the highest Administrator conducting the second interviews (e.g. VP, AVP, Dean) shall meet to determine a preference ranking list for hiring. If the search committee chair and the highest Administrator cannot agree on a ranking, they shall construct the list by alternately placing names starting with last place and proceeding up the ranking list. Who makes the first placement shall be determined randomly.~~

f. Within one (1) working day of the completion of interviews, the Hiring Committee decides on its ranking of interviewed candidates. If the Hiring Committee's ranking matches the Screening Committee's ranking (if provided), or if the Screening Committee did not provide a ranking, the decision is final.

g. If the Screening Committee's ranking of candidates does not match that of the Hiring Committee, the members of the Hiring Committee provide their own written justifications and communicate their reasons for overruling the Screening Committee decisions to the Screening Committee through its Chair. In cases where there is persistent disagreement between the two committees, the VPAA will make the final decision.

h. ~~For each candidate on the preference ranking list,~~ The Hiring Committee Dean, Associate Vice President, or equivalent shall complete the Candidate Information Sheet and submit the following paperwork to Human Resources within one (1) working day of ~~the second interview-~~ the final decision:

- 1) CSN employment application
- 2) Resume or CV
- 3) Transcripts
- 4) Strengths and Gaps form and any/all additional search paperwork, including reference check questions, notes, written justifications per Section 6.g, and any other search documentation.

These documents become part of the employee's permanent personnel file and/or the official recruitment file.

Section 7. *Making the Offer of Appointment*

a. Human Resources in consultation with the VPAA shall calculate and determine salary, according to the published salary placement criteria, prior to any offer being made.

b. Upon receiving notice from Human Resources, the respective Dean or Associate Vice President or equivalent makes the preliminary verbal offer of appointment to the identified applicant(s) to hire ~~top-ranked candidate in the preference ranking list.~~

c. If the top ranked candidate declines the position, the second ranked candidate shall be selected. If the second ranked candidate declines, the third ranked candidate shall be selected, and so on.

d. An offer on any alternate candidate can only be made after Human Resources, in consultation with the VPAA, has calculated and determined salary according to the published salary placement criteria. If all suitable applicants decline the position, the ~~search committee chair~~ Hiring Committee in consultation with the Search Committee will determine if the Screening Committee will continue interviewing by screening rank or close and re-open the position. Upon approval of the ~~VPAA-~~Respective Vice President, the Department Chair in consultation with the Dean or Associate Vice President or equivalent may offer a one-year temporary position or choose to fill with adjunct instructors as the search continues.

e. The respective Dean or ~~Director~~ Associate Vice President or equivalent notifies Human Resources of the accepted verbal offer. ~~Human Resources then prepares the official job offer letter and forwards it to the candidate for signature. Upon receipt of the signed offer letter, Human Resources will prepare the official New Hire/Welcome Letter and e-mail to the candidate. The New Hire/Welcome Letter will contain additional information with respect to employment verifications and details on where to send official College/University transcripts.~~ Upon receipt of the Candidate Information documentation Human Resources in coordination with the Hiring Manager will facilitate the hiring processes through Workday, including the

initiation of a background check. The New Hire will be provided details on where to send official College/University transcripts.

f. Official transcripts are placed in the new hire's personnel files by Human Resources.

g. Interviewees not selected for hire are notified by Human Resources, within two (2) working days of the decision that the applicant will not advance in the process.