

 CSN Policy	Administrative Faculty Hiring Policy
Category: Human Resources	Effective Date: 05/07/2019
New Policy	

I. POLICY PURPOSE

To establish a standardized policy and procedure for the recruitment and selection of administrative faculty to ensure selection of highly qualified candidates.

II. POLICY STATEMENT

The College of Southern Nevada (CSN) strives to hire highly qualified individuals committed to serving students as specified in position announcements. CSN is an equal opportunity employer and searches are done in accordance with the principles of equal opportunity employment. CSN is committed to actively seeking a diverse workforce in support of its mission of providing quality educational services to an increasingly diverse student body. Sufficient efforts will be made to recruit a diverse (ethnic, cultural, gender, etc.) pool of applicants. CSN is fully committed to preventing any and all forms of discrimination, harassment, or prejudicial treatment on the basis of ethnicity, race, religion, sex/gender (including pregnancy related conditions), national origin, age, disability (whether actual or perceived by others), sexual orientation, gender identity and expression, genetic information, and veteran status (military status or military obligations).

It is the responsibility of all employees involved in selecting new faculty/staff to make decisions in accordance with all Nevada System of Higher Education (NSHE) and CSN policies, procedures and accepted affirmative action plans and practices and state and federal laws. Primary hiring responsibility is placed with the employing department. The President or his/her designee has final approval authority for all hiring decisions.

CSN employs only U.S. citizens and aliens authorized to work in the U.S. CSN does not sponsor aliens applying for faculty, professional staff, or management positions (H-1B Visas) in the absence of exceptional circumstances as provided in federal law.

III. HIRING PROCEDURE

A. FULL-TIME ADMINISTRATIVE FACULTY

1. Position Approval

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. The hiring supervisor consults with appropriate personnel in writing the position announcement. New and replacement positions are approved by the respective Vice President in consultation with the Vice President of Finance (VPF) or his/her designee. Replacement positions must be entered into the online system as soon as the notification of vacancy occurs.

The hiring supervisor will review the job description and any prior position announcements before conducting a search for a new employee.

If the department is posting a new, previously un-evaluated professional position or a position that has had substantial change, the job description must be submitted to Human Resources for evaluation and approval prior to initiating a recruitment for the position.

The hiring supervisor initiates the requisition process in the online requisition system and the position is approved by the respective Salary Grade E manager/designee and the respective Vice President and VPF or designee. Prior to posting, Human Resources and the Affirmative Action Officer will review the requisition for appropriateness of content.

Efforts shall be made to recruit a diverse (in areas such as but not limited to ethnicity, culture, gender, disability, Veterans, sexual identity) pool of applicants. Recruitments for full-time administrative faculty may be posted on the CSN website and as needed advertised on other recruitment sites, including diversity publications.

The minimum number of posting days begins on the date HR distributes an “All-College” email notifying the full CSN community of the position openings. The email should be distributed when the position is posted in Workday.

All positions will be posted as follows:

Position	Minimum Number of Posting Days	Advertising Minimum	Minimum Approving Authority
Administrative Faculty (Salary Grade A - Ex)	CSN Internal: 7 business days (After HR email distributed and position posted in Workday) NSHE Internal: 10 Business days Local search: 15 Business days National search: 30 Business days	CSN and/or NSHE Internal: - CSN website Local or National search: - CSN website - One website appropriate to the type of position or one website dedicated to higher education - Industry-specific publications - Two websites/publications dedicated to diversity - Diversity Organizations E-List - Nevada Job Connect	Respective Vice President (or President in his/her respective areas) and the Vice President of Finance or his/her designee

Note: At the recommendation of the respective Vice President in consultation with the President, CSN may engage the services of an external recruitment consultant.

2. Members of the Screening Committee
 - a. Members of the Screening Committee for Administrative Faculty positions are selected by these nominators: Hiring Supervisor (1 member); Department Head at a Salary Grade D (1 member); respective Vice President (up to 2 members); Affirmative Action Officer (1 member). The Affirmative Action Officer or designee will review the members of the Screening Committee makeup prior to making their nomination, to ensure the Screening Committee is diverse. At least one of these members must be an Administrative Faculty Member at Salary Grade D or below. The Faculty Senate Chair will also provide a nominee for positions at Salary Grade D and above. The President has the discretion to appoint additional members for Salary Grade Ex positions.

- b. For Administrative Faculty searches, the Department Head's selection will serve as the Hiring Committee/Search Chair unless an alternate Chair is appointed by the respective Vice President.
 - c. For Salary Grade Level C positions and below, with responsible Vice President's approval, an abbreviated process may be utilized as outlined in subsection f of this section.
 - d. The nominators will contact Human Resources (HR) within seven (7) calendar days of receiving nomination notification. If the nominator fails to make his/her nomination within that timeframe, the duty to make the nomination will default to the respective Vice President or his/her designee. HR contacts the nominees to confirm their acceptance to serve. Once approved, Human Resources will notify the Screening Committee members and the Screening Committee Chair of their appointment to the committee.
 - e. The members of the Screening Committee should generally be comprised of three (3) to six (6) members. The Screening Committee is normally comprised of members from both the department and/or CSN community providing diversity in perspective, experience, and areas of CSN, such as Student Affairs, Finance, Administrative Services and/or Academic Affairs. All members are required to complete Screening Committee training prior to serving.
 - f. For positions in Salary Grades C and below, an abbreviated process may be utilized with responsible VP approval. This process will include the following:
 - 1) A three (3) person Screening Committee will be established consisting of the Hiring Supervisor, Department Head or their appointee and an independent appointee either selected by Human Resources/AAO or approved by Human Resources/AAO. Screening Committee members are required to complete the required Screening Committee training.
 - 2) The Screening Committee reviews the requested documents (resumes, cover letters, transcripts, as identified in the job posting), interview questions, reference check questions, etc.
 - 3) Final recommendations for hire are approved by President or his/her designee. The standard job offer processes will apply to these types of abbreviated searches
 - g. The Affirmative Action Officer or designee meets with the members of the Screening Committee at the first meeting to assist in training the committee on procedures and hiring goals as outlined in the Affirmative Action Plan. The Affirmative Action Officer may serve as a resource to the members of the Screening Committee.
 - h. At the first meeting, the screening committee, will establish a timeline to complete hiring, and commits to the process. The timeline should have about six weeks from the closing of the job announcement to the offer to the candidate. The Screening Committee retains the option of reviewing candidates as they apply, or waiting until the job announcement has closed.
3. Screening of Applications
- a. The Screening Committee will independently screen all applications for minimum qualifications within five (5) working days of the position's closing date. If a difference of opinion arises as to whether an applicant meets the minimum qualifications, the Screening Committee Chair in conjunction with the respective Vice President or his/her designee determines the final list of qualified applicants.
 - b. Applications meeting the minimum qualifications will be available to the members of the Screening Committee one working day after the screening of minimum qualifications is completed. For positions with a close date, no late applications will be accepted by CSN.

- c. Each member of the Screening Committee will review the applications, putting them into three categories by suitability (yes interview, maybe interview, no interview) with a short written justification of each application's categorization based on the job description. The Screening Committee will meet and discuss the applications to derive a consensus of whom to interview. This consensus must be arrived at within ten (10) business days after the review for minimum qualifications is completed.
 - d. The members of the Screening Committee determine interview and reference check questions appropriate for the position. These include questions for video conferencing and/or telephone interviews (if video/telephone interviews are to be conducted) and first in-person interview questions. Questions must be directly related to legitimate hiring criteria and must be preapproved by Human Resources.
4. Interview and Selection
- a. If desired, the Screening Committee may provide up to 12 names per open position to Human Resources to arrange interviews via video conferencing or phone. Opening the process to a large field of potential interview subjects may be possible, and determined by the Screening Committee if a department is filling multiple vacancies at the same time. If a larger search pool is necessitated, the Screening Committee will convey this decision to Human Resources for further advisement.
 - b. The members of the Screening Committee shall recommend in-person interviews for a minimum of three (3) and no more than seven (7) candidates. Where an applicant pool has less than five (5) qualified candidates, the respective Vice President in consultation with Human Resources may advise the members of the Screening Committee to proceed with the interviews or decide to close and re-open the search. The Screening 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.
 - c. During the telephone/Skype/in-person interviews, the members of the Screening Committee must ask the same agreed-upon questions to each applicant, but are welcome to ask appropriate follow-up questions. The members of the Screening Committee then complete the Strengths and Weaknesses form based on their evaluation of all relevant criteria, which is submitted to the Hiring Committee.
 - d. At least one (1) reference check must be completed on the finalist(s) for all positions. Reference checks may be delegated to committee members and reported back to the Screening Committee Chair. Lists of questions for reference checks and notes compiled by committee members become part of the search record that the Screening Committee Chair submits 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 such checks may be considered as a factor in the hiring decision.
 - e. Only applicants approved by the Screening Committee will advance to a final in-person interview with the Hiring Committee. The Hiring Committee will be made up of the Hiring Supervisor, the Department Head at a salary grade E level, and the Faculty Senate Chair or his/her nominee. The respective Vice President or President may also be involved in the second interviews. The Hiring Committee must be consulted regarding the scheduling of interviews to ensure they are able to participate.
 - f. For Salary Grade Ex positions, there may also be public forums, providing additional input into the hiring process.
 - g. The highest Administrator in the Hiring Committee (e.g. President, VP, AVP, Director) completes the Candidate Information Sheet and submits the following paperwork to Human Resources within one working day of the final interview:

- 1) CSN employment application
 - 2) Resume or CV
 - 3) Transcripts
 - 4) Strengths and Weaknesses form and any/all additional search paperwork.
- h. These documents become part of the employee's permanent personnel file and/or official recruitment file.
- i. Background checks on pre-designated positions are conducted through the CSN Human Resources Office.
5. Making the Offer
- a. Human Resources in consultation with the respective Vice President and Department Head at Salary Grade E (or President in his/her respective areas) shall determine the salary prior to any offer being made.
 - b. Human Resources makes the offer of appointment to the successful candidate. If the first candidate refuses the position and the contingent box is checked on the Candidate Information Sheet, Subsection "4g" above must be followed before a job offer can be made to the next candidate. If all suitable applicants decline the position, the respective Vice President will determine if the members of the Screening Committee will continue interviewing or close the recruitment and re-open the position.
 - c. Human Resources then prepares the official job offer letter which contains additional information with respect to the verification of employment and academic credentials. The letter will instruct the candidate to request official transcripts of academic credentials be sent directly from the issuing academic institution to Human Resources, and include a release allowing Human Resources to verify employment history directly. Upon receipt of the signed offer letter with release for employment verification, Human Resources will verify all employment history listed on the candidate's job application, and complete the necessary transactions in its systems to employ the selected individual. Upon receipt of official academic transcripts, Human Resources will verify the issuing agency is an accredited academic institution as specified in official job posting. Human Resources will immediately notify the Hiring Committee and the respective Vice President of any discrepancies between stated and verified employment history or academic credentials.
 - d. Interviewees not selected for hire are notified that they are no longer in the process.

B. FULL-TIME TEMPORARY ADMINISTRATIVE FACULTY

1. Position Approval

As the need arises, and funding is available, a temporary position may be offered by the Department Head in consultation with the respective Vice President, the Vice President of Finance or his/her designee and Human Resources.

- a. Sufficient efforts shall be made to recruit a diverse pool of applicants.
- b. Recruitments for full-time temporary administrative faculty may be posted on the CSN website and as needed advertised on other recruitment sites, such as in diversity and industry-specific publications.
- c. Applicants are required to submit the following documents: official CSN application, College/University transcripts and resume.

2. Selection

- a. Although there is no Screening Committee convened, at least one (1) reference check must be completed by the hiring supervisor before an offer of temporary employment is extended. Questions will be directly related to legitimate hiring criteria and must be preapproved by Human Resources. The refusal of an applicant to permit such reference checks may be considered as a factor in the hiring decision.
- b. Once a candidate is selected, the Department Head at a Salary Grade E level completes the Personnel Transaction Form (PTF) and submits it along with the official CSN employment application, transcripts, resume or CV and reference check(s) to the Human Resources Office. These documents become part of the employee's permanent personnel file. Human Resources will not accept the hiring paperwork without transcripts and a completed reference check(s).

3. Making the Offer of Appointment

- a. Human Resources in consultation with the respective Vice President and Department Head at a salary grade 7 level (or President for his/her respective areas) will determine the salary prior to any offer being made.
- b. Human Resources then prepares the official job offer letter which contains additional information with respect to the verification of employment and academic credentials. The letter will instruct the candidate to request official transcripts of academic credentials be sent directly from the issuing academic institution to Human Resources, and include a release allowing Human Resources to verify employment history directly. Upon receipt of the signed offer letter with release for employment verification, Human Resources will verify all employment history listed on the candidate's job application, and complete the necessary transactions in its systems to employ the selected individual. Upon receipt of official academic transcripts, Human Resources will verify the issuing agency is an accredited academic institution as specified in official job posting. Human Resources will immediately notify the academic dean and the VPAA of any discrepancies between stated and verified employment history or academic credentials.
- c. Official transcripts are placed in the new hire's personnel file by Human Resources.
- d. Interviewees not selected for hire will be notified they are no longer in the process.

C. PART-TIME ADMINISTRATIVE FACULTY

1. It is the responsibility of the hiring supervisor to ensure funding availability prior to hiring a part-time employee.
2. Recruitments for part-time positions will be hired directly by the appropriate, authorized departmental personnel and may be posted on the CSN website and as needed, advertised on other recruitment sites, such as in diversity publications.
3. Applicants will be required to fill out an online CSN employment application.
4. The hiring supervisor is encouraged to consult with the Affirmative Action Officer prior to selecting candidates for interview. The hiring supervisor in coordination with the Department Head at Salary Grade E level then interviews and makes a selection (a Screening Committee approach may be used). Hiring will conform to all NSHE and CSN policies.
5. At least one (1) reference check must be completed on all applicants to be hired prior to a job offer. Questions will be directly related to legitimate hiring criteria and must be preapproved by Human Resources. The refusal of an applicant to permit such reference checks may be considered as a factor in the hiring decision.
6. Criminal background checks will be required on pre-designated positions.

- 7. Human Resources in consultation with the respective Vice President will determine a salary and then Human Resources will make the job offer.
- 8. Interviewees not selected for hire will be notified they are no longer in the process.

IV. AUTHORITY AND CROSS REFERENCE LINKS

NSHE Board of Regents Handbook

- Title 2, Chapter 1, Section 1.6.1 – Appointment of Administrators
- Title 2, Chapter 1, Section 1.6.3 – Recruitment

V. DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority (Senior Vice President, Finance and Administration).

VI. SIGNATURES

Recommended by:

/s/ Darin Dockstader
Faculty Senate Chair

5/3/2019
Date

/s/ Jeff Fulmer
AFA Chair

5/17/19
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

5/6/2019
Date

Approved by:

/s/ Federico Zaragoza
President

5/7/2019
Date

VII. ATTACHMENTS

- 1. HISTORY
- 2. GLOSSARY

Attachment 1 to the Administrative Faculty Hiring Policy

HISTORY

- Version 1: New Policy
 - 05/07/2019: Approved by CSN President Zaragoza
 - 04/26/2019: Reviewed by General Counsel
 - 04/12/2019: Recommended by Faculty Senate (D. Dockstader)
 - 04/26/2019: Approved by the Administrative Faculty
 - 09/28/2018: Recommended by Hiring Policy Committee (J. Acree)

Attachment 2 to the Administrative Faculty Hiring Policy

GLOSSARY (Definitions)

Hiring Department: Any unit authorized to hire personnel.

Hiring Supervisor: The person who will be accountable for the supervision of the hired employee. Generally, it is the line supervisor for administrators and staff or the department chair for faculty.

Affirmative Action Officer: A person assigned by the President to monitor and report on institutional hiring processes. The Affirmative Action Officer will meet with each hiring member of the search committee to assure appropriate nondiscriminatory equal employment opportunity procedures and guidelines are followed. The Affirmative Action Officer or the Dept. of Human Resources is authorized to stop the search process if these policies and procedures are not followed.

Screening Committee: A group of members from the CSN community selected to screen, interview, and recommend applicants for hire.

Hiring Committee: A group of members from the CSN community selected to hire applicants.

Full-Time Administrative Faculty: An individual who is issued a contract for employment in the professional service of CSN at 50% of full time equivalent (FTE) or more, but excluding academic faculty.

Part-Time Administrative Faculty: An individual who is employed less than 50% of full time equivalent (FTE) for non-instructional purposes.

Administrator: a Dean, Assistant or Associate Vice President, Vice President or President.

Background Check: Criminal and non-criminal information obtained from various sources, including but not limited to: federal, state and local government; consumer credit agencies; etc., which CSN may use when appropriate in making hiring decisions. Any use of such background information is subject to restrictions under State and Federal law.

Reference Check: The inquiry into an individual's background (e.g. education, employment history, etc.) when reviewing an applicants' represented qualifications, work ethic, skills, and abilities for the position. CSN may obtain and use information from, but not limited to: educational institutions; other employers; professional organizations; personal references; etc.