

 CSN Policy	Temporary Full-Time and Part-Time Academic Faculty Hiring Policy
Category: Human Resources	Effective Date: 05/22/2019
New Policy	

I. POLICY PURPOSE

To establish a standardized policy and procedure for the recruitment and selection of full-time temporary faculty and part-time adjunct 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. PROCEDURE

A. PROCEDURE FOR FULL-TIME TEMPORARY ACADEMIC FACULTY

1. Position Approval

As the need arises, and funding is available, a temporary position may be offered by the Department Chair in consultation with the respective Dean and approval of the VPAA, the VPF or their designee and Human Resources.

- a. Sufficient efforts shall be made to recruit a diverse (ethnic, cultural, gender, etc.) pool of applicants.
- b. Recruitments for full-time temporary academic faculty may be posted on the CSN website and, as needed, advertised on other recruitment sites, diversity publications, etc.
- c. Applicants are required to submit the following documents: official CSN application, copies of College/University transcripts and resume or curriculum vitae.

2. Selection

- a. Although there is no search committee convened, at least one (1) reference check must be completed by the hiring supervisor before an offer of temporary employment is extended. Questions must be directly related to legitimate hiring criteria and 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. The Department Chair, in consultation with the respective Dean, shall make the offer of temporary employment.
- c. Once a candidate is selected, the Department Chair completes the Personnel Transaction Form (PTF) and submits it along with the candidate's 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 conjunction with the VPAA shall calculate and determine salary on the Faculty Salary Placement form prior to making any offer.
- 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. Human Resources places the official transcripts in the new hire's personnel file.
- d. Interviewees not selected for hire will be notified they are no longer in the process no later than the end of the term covered by the position announcement.

B. PROCEDURE FOR PART-TIME ADJUNCT FACULTY

- a. It is the responsibility of the hiring supervisor to ensure funding availability prior to hiring a part-time employee.
- b. 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, etc.
- c. Applicants will be required to fill out an online CSN employment application that includes copies of College/University transcripts and resume or curriculum vitae.
- d. The Department Chair or his/her designee is encouraged to consult with the Affirmative Action Officer prior to the interviews and/or making a selection (at the department chair's discretion a committee approach may be used.) All hiring processes and decisions will conform to all NSHE and CSN policies and Affirmative Action Plan.

- e. The Department Chair or his/her designee will make the job offer and will notify interviewees not selected for hire that they are no longer in the process.
- f. The Department Chair or his/her designee officially notifies Human Resources of the accepted offer. The new employee(s) will report to work on the first contract day of the semester. The Department Chair notifies the new employee of his/her responsibility to attend all required training sessions. The following new hire paperwork must be submitted by the hiring department to the Human Resources Office for new employees within three (3) business days of the job acceptance date:
- Payroll Forms
 - Transcripts (if not already submitted)
 - I-9 (must be completed no later than the first day of work)
 - W-4

For adjunct positions, applicants must provide official transcripts to Human Resources within 30 calendar days of hire.

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

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

05/22/2019
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

05/22/2019
Date

Approved by:

/s/ Federico Zaragoza
President

05/22/2019
Date

VII. ATTACHMENTS

Provide a list of the attachments to the policy, and then start each item on a new page. These addendums may include glossary, appendices, forms and/or templates, as applicable.

1. HISTORY
2. GLOSSARY

Attachment 1 to the Administrative Faculty Hiring Policy

HISTORY

- Version 1: New Policy
 - 05/22/2019: Approved by CSN President Federico Zaragoza
 - 05/20/2019: Reviewed by General Counsel
 - 05/10/2019: Recommended by Senate (D. Dockstader)
 - 04/05/2019: Approved by the Administrative Faculty
 - 04/04/2019: 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.

Full-Time Academic Faculty: A faculty member hired on a full-time basis in a ten or twelve-month tenure track or market factor appointment.

Full-Time Temporary Academic Faculty: An academic faculty member hired on a temporary basis generally not to exceed one year pursuant to the policies of the Board of Regents and/or CSN.

Part-Time (Adjunct) Academic Faculty: Faculty hired on a temporary semester-to-semester basis with no expectation or obligation for employment beyond their current assignment.

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.