2461 – Hiring Guidelines for Associate Faculty

Definitions
Associate Faculty positions are those part-time instructional positions that are temporary in nature, which are used on a somewhat inconsistent, as-needed basis.

Appointments
When an unusual or emergency situation occurs, and it is in the best interest of the College, the appropriate supervisor or his/her designee may forgo the normal Candidate Search process noted below by appointing a qualified candidate to instruct a course. Unusual or emergency situations include:

- A course is requested on an immediate basis and can be formulated swiftly with available qualified personnel;
- A previously scheduled instructor unexpectedly cannot teach the course; or
- A specific qualified instructor is requested for a course by the appropriate instructional dean.

The following documentation is needed by the Office of Human Resources when an appointment occurs:

- Approvals up through the Vice-President;
- Application Packet (completed in its entirety);
- Reason for immediate hire; and
- Brief outline of questions and answers that were asked when discussing the assignment with the candidate.

For additional required steps, please refer to the Hired Candidate section below.

Job Description
The College has one job description for all Associate Faculty positions. It is located on the T: Drive underneath HRJob Descriptions, Faculty and then Associate Faculty.

Creation of Application Packet
The Office of Human Resources, working closely with the appropriate supervisor, will customize the content of the application packet used by a screening committee (see below) for the open position.

Advertisement of Position

An applicant pool will be created for Associate Faculty positions by advertising externally and internally with a generic advertisement. The appropriate supervisor, working closely with the Employee Recruitment Specialist, will create an advertisement for the position. After being approved by the Vice-President (non-CKUB and non-BCUB Associate Faculty positions), all advertisements will be publicized according to the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

Applications and transcripts/credentials will be placed in the applicant pool for no longer than one year. Applicants must reapply if not hired within this period. The applicant pool will be maintained by the Office of Human Resources.

Candidate Search

Unless there is an unusual or emergency situation, supervisors desiring additional associate faculty must request application material, pertinent to the position, from the applicant pool located in the Office of Human Resources.

Application Material

All application material is to be submitted to the Office of Human Resources for processing. If, at any time, application material is submitted directly to departments or individuals, the application material must be forwarded to the Office of Human Resources. If material cannot be copied, arrangements can be made to make the material available to the supervisor or his/her designee. Copies (the ones forwarded by Human Resources and any others that are made by the appropriate supervisor or his/her designee) shall be returned to the Office of Human Resources, after the hiring process is completed.

Screening/Interview Committee

The appropriate supervisor or his/her designee, serving as the Screening Committee Chair and one or more other individuals[1] will screen candidate's for Associate Faculty positions. The following guidelines must be followed.

1. Screening Committee must review all of the following documents on the Screening/Interview Committee page on the website:
    a. Ethics and Confidentiality;
    b. Checklist for Reviewing Resumes or Application Forms;
    c. Interview Do's and Don'ts;
    d. Acceptable and Unacceptable Phrasing of Interview Questions;
    e. When Interviewing Persons with Disabilities; and
    f. Final Interview Reminders
2. Create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening/Interview Committee page on the website. If you are interested in additional questions, contact the Recruitment and Employment Coordinator who has an assortment of other regulatory compliant questions. Before the interview, questions must be reviewed and approved by the Recruitment and Employment Coordinator.
3. Select one of the candidate evaluations forms located on the Screening/Interview Committee page. The evaluation form selected must be used to evaluate all candidates chosen for an interview.
4. Select one of the reference check forms located on the Screening/Interview Committee page. The reference check form selected must be used to check all candidates chosen for an interview.
5. Application material received from the Office of Human Resources is reviewed and separated into two piles—one pile to be interviewed and one pile not to be interviewed.
6. Complete the Applicant Interview Denial Form on each applicant who will not be interviewed.

[1] The Recruitment and Employment Coordinator is not required to be part of the associate faculty screening committee.

7. Attach the completed Applicant Interview Denial Form(s) to the front of each application(s) and return to the Recruitment and Employment Coordinator who will process the information and send the candidate(s) a rejection letter.
8. Schedule interviews.
9. All screening committee members must take notes at each candidate's interview (do not take the notes on copies of the application form or other application material); identify the notes with the position title, date of interview, name of the interviewee, and the name of the interviewer.
10. Provide benefit information obtained from the Office of Human Resources to interviewees.
11. Record and evaluate each interviewee's strengths and weaknesses using the candidate evaluation and reference checks forms selected in Steps 3 and 4 above.

If a qualified candidate is not found, at this point, additional advertising for the position shall be used.

Recommendations and Notifications

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Send e-mail through the Vice President to obtain chain-of-command approval of the chosen candidate.
3. Return a list containing the names of all interviewed candidates indicating who was hired and reasons for those not chosen (required by EEOC), along with copies of all application material, reference checks and interview notes to the Recruitment and Employment Coordinator.

Hired Candidate

The approved candidate's supervisor or his/her designee is responsible for:

1. sending through a Blue Team Form.
2. the creation of an Associate Faculty/Overload Employment Form.
3. ensuring that the newly hired candidate
    a. completes employment paperwork on or before his/her first day of employment. This is done by either the hiring department sending the candidate an employment packet (WTCE) or by scheduling an appointment with the Benefits Specialist in Human Resources.
    b. completes a Personal Data Sheet. By clicking on Submit, the form will be sent automatically to the Office of Human Resources for processing.
    c. goes through a new employee orientation session with the Benefits Specialist in Human Resources.

(Based on policy 1470; revised and approved by President on 3/4/13)