

## **3420 FULL TIME FACULTY RECRUITMENT AND SELECTION PROCEDURES**

President's Staff (4/95; revision approved 4/00)

### Declaration of Intent

Recruitment and selection of full-time faculty shall be consistent with the Bellevue Community College Cultural Pluralism Policy and the Bellevue Community College Equal Employment Opportunity/Affirmative Action Plan, which promote the recruitment, hiring, and retention of qualified individuals representing a broad spectrum of backgrounds. Selection criteria and standards shall be applied consistently for all applicants.

The faculty and administration commit to work collaboratively to insure that the hiring process conforms with Washington State Law and with the Declaration of Intent stated above. The President of the College has delegated authority to the Vice President of Human Resources to monitor the recruitment and selection process. Should the Vice President of Human Resources have evidence that the hiring process for a particular position does not conform with Washington State Law or the Declaration of Intent, he/she shall meet with the Faculty Screening Committee in an attempt to resolve the matter collaboratively. Should the matter not be resolved collaboratively, the President of the College, after consultation with the President of the BCCAHE, shall decide how to resolve the matter.

### Faculty Screening Committee (FSC)

The OUA of the hiring program/department shall appoint a Faculty Screening committee, consistent with the Negotiated Agreement. The FSC should involve as many of the appropriate members of the affected Organizational Unit as possible in determining the qualifications and selection of the candidates. The FSC may divide the labor necessary to do so in whatever fashion it feels is most appropriate. Every effort will be made to insure that the Faculty Screening Committee is diverse. Human Resources will provide staff support upon request.

The FSC may consult with BCC administrators, classified staff, faculty, and, if deemed appropriate, community members, outside experts, or occupational program advisory committees.

### Planning Meeting

The FSC, members of the hiring program/department, the OUA, the Executive Dean of Educational Services, or his/her designee (hereafter referred to as the hiring dean), the V.P. of Human Resources and interested members of the Division shall meet prior to the advertising of the position.

The purpose of this meeting shall be (1) to discuss and reach an understanding of the collaborative process, (2) to come to a common understanding of what is meant by "diversity" especially as it relates to the goals of the hiring program/department, and (3) to develop a recruitment plan which includes strategies to assist in attaining a diverse applicant pool.

### Application Materials

The FSC shall work with the hiring dean to establish the desired qualifications and the closing date for the position prior to the announcement of the position. The position description shall be prepared by the FSC and the hiring program/department and shall include position title, position description, responsibilities, minimum and desired qualifications, application instructions, supplemental applications, and any other information deemed necessary by the hiring program/department.

This information will be forwarded to the V.P. of Human Resources who shall review the information and forward any suggested revisions to the FSC for their consideration. The Human Resources office will produce the position announcement. Human Resources will send a copy of the position announcement and application materials to the FSC for review prior to their final printing and distribution.

#### Recruitment Sources

Standard recruitment sources will be utilized which include local newspapers, community publications, professional organizations, universities, colleges and other recruitment resources. In addition, Human Resources will place advertising in and mail announcements to any special recruitment sources identified by Human Resources, the hiring dean, the OUA, and/or the hiring program/department. All advertising costs will be borne by Human Resources.

Human Resources will send written notice to the hiring program/department verifying the placement of advertisements and the mailing of announcements. The FSC and the V.P. of Human Resources shall work collaboratively to establish timelines for recruitment and advertising.

#### Pre-Screening of the Applicant Pool

Immediately following the closing date stated in the position announcement, applications shall be pre-screened to determine the applicants who satisfy the minimum qualifications for the position and whose applications are complete. The FSC may delegate responsibility for pre-screening. Only those completed applications which meet the minimum qualifications need be given further consideration.

#### Screening Stage

Prior to screening the acceptable applications, the FSC shall prepare an evaluation guide. The evaluation guide should reflect the requirements and responsibilities outlined in the job description as well as the criteria by which the FSC will determine how well suited each applicant is for the position. The FSC may ask for input/assistance in developing the evaluation guide. The VP of HR shall review the evaluation guide and forward suggested revisions to the FSC for consideration. The evaluation guide shall be used by the FSC, in a fair and consistent manner, to screen all applications. The best applicants, as identified by the FSC, shall be advanced to the interview stage. Human Resources shall notify unsuccessful applicants.

#### Reference Check

The FSC shall check the references of those applicants advanced to the interview stage prior to and/or following the interviews. At least two people will check references for each applicant. If references are checked following the interviews, only references for interviewees still under consideration need be checked. Any request by an applicant to postpone reference checking until that applicant has been selected as a finalist may be honored by the FSC. The FSC shall develop a form containing the questions to be asked each reference. The FSC may ask for input/assistance in developing the questions. The VP of HR shall review the questions and forward suggested revisions to the FSC for consideration. Human Resources shall assist with reference checks upon request.

#### Interview Stage

The FSC shall develop the interview format, including the interview questions to be asked and any exercises/presentations required. The FSC may ask for input/assistance in developing the interview format. The VP of HR shall review the interview questions prior to the first interview and forward suggested revisions to the FSC for consideration. Those applicants advanced to the interview stage shall then be interviewed by the FSC.

Once the interviews have been completed, the FSC shall determine its choice of finalists for the position. The FSC shall forward an unprioritized list of finalists to the hiring dean in writing, accompanied by written comments describing the strengths and weaknesses of each finalist. Human Resources shall notify the unsuccessful interviewees.

Every effort shall be made to identify at least three finalists; however, the number of finalists shall be flexible. Should the FSC be unable to forward at least three finalists, the list of finalists shall be accompanied by the FSC's rationale, in writing. Should the hiring dean be unable to accept the FSC's rationale, he/she will explain his/her decision to the FSC in writing. In that event, the FSC shall meet to decide whether to increase the number of finalists or to begin the hiring process anew.

#### Finalist Stage

The hiring dean will interview all finalists recommended by the FSC. The hiring dean shall review the FSC's written comments describing the strengths and weaknesses of each finalist either before or after s/he conducts her/his interview so that s/he is fully aware of the FSC's evaluation of each finalist. The hiring dean shall check references as needed.

Should the hiring dean reject all of the finalists forwarded by the FSC, s/he will fully document in writing her/his reasons for rejection. Thereafter, the FSC shall meet to decide how to proceed.

#### Offer of Employment

The hiring dean shall contact the successful finalist to make a job offer, or inform each finalist of the status of the process, within two weeks of the interview. Salary placement shall be determined in accordance with the Negotiated Agreement by the V.P. of Human Resources after consultation with the hiring dean. Once the successful finalist has accepted the job, the hiring dean will contact the unsuccessful finalists prior to releasing the name of the new hire.

The hiring dean will notify the Human Resources office and the hiring program/department in writing of the acceptance of the job offer by the successful finalist. This notification shall include the start date for the position. Human Resources shall prepare a faculty contract confirming the appointment.

#### Retention of Records

All records shall be maintained by the Human Resources Office in accordance with the Washington State record retention policy. Access to the files shall be in accordance with Washington State law. The records to be returned to the Human Resources Office shall include the original position announcement, all applicant files for the position, the rating sheets completed by the members of the FSC for each application reviewed, the written criteria for deciding if the pool of applicants to be advanced to the interview stage is diverse, the completed reference check forms, the interview notes from the FSC, the interview notes from the hiring dean, and any required documentation.