



## ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 302.08  
RELATED TO POLICY NO. 302.08**

**TITLE: EMPLOYMENT PROCUDURES (Full-Time Employees)**

The Procedure outlined below shall be used for filling vacancies for all full-time Classified, Faculty, and Administrative positions, except in cases of extreme emergency as determined by the President. This procedure establishes a standard process which complies with equal employment opportunity and affirmative action guidelines, and which reflects the College's commitment to non-discrimination in employment decisions.

**I. Applications**

All vacancies for full-time Classified positions will be posted internally for five days before any external recruitment takes place.

All inquiries and/or applications concerning vacant positions should be directed to the Human Resource Office.

Applicants considered for vacant positions shall have completed and submitted to the Human Resource Office all required application materials, prior to the vacancy deadline.

Required application materials received after the application deadline, and materials which do not include an official college application, will not be considered.

After the closing deadline, Human Resources will conduct a pre-screening of applications to eliminate those that do not meet the minimum qualifications.

**II. Screening Committee**

A Screening Committee shall be appointed to review the applications of the qualified candidates, select the candidates to be interviewed, and recommend the preferred candidates for consideration. The Screening Committee for each vacancy will be composed of at least four, but not more than eight, members.

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The Executive Cabinet (EC) member responsible for the position, or his/her designee, shall serve as Chair of the committee. The committee shall also include: the immediate supervisor responsible for the position; at least one member outside the department in which the vacancy exists; and a representative from each of the Faculty, Classified and Administrative groups.

The Division Dean responsible for the position will be included on any Screening Committee for a Faculty position.

The EC member or his/her designee will determine whether additional members should be included on the Screening Committee. The additional members, if any, will be recommended by the immediate supervisor for the position, and approved by the EC member and the Director of Human Resources.

The incumbent in the position may not serve on the Screening Committee.

**III. Selection of Candidates**

The applications of candidates who meet the minimum qualifications of the position will be made available by Human Resources to the Chair of the Screening Committee.

If the Chair is not the EC member, the Chair will confer with the EC member prior to the interviews.

After the interviews, the Screening Committee will compile a list of at least three approved candidates, in alphabetical order, to be forwarded to the EC member. Strengths, weaknesses, and anticipated contribution to the College shall be included for those candidates. If the Screening Committee is unable to select at least three approved candidates, the EC member will decide whether to forward less than three candidates to the President or reopen the application process.

No offer of employment shall be made without the approval of the President. Contracted personnel must be approved by both the President and the Board of Trustees.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: 09/19/11