



Where Your Future Is Waiting

POLICY NUMBER: 602

Title: Hiring Process

Effective Date: 3/6/2023

Last Review/Revision Date: 4/4/2023

Policy Statement

I. PURPOSE

The intent of this policy is to establish minimum guidelines for Central Louisiana Technical Community College's hiring process regarding the posting of vacancies and the use of search committees.

II. APPLICABILITY

This policy and procedures memorandum applies to all open positions of the College, unless exempted by the Chancellor in accordance with LCTCS policy.

III. POSTING OF JOB OPENINGS

The College through its recruitment and employment policies and practices, will recruit and employ qualified personnel for all its diverse activities and will provide equal opportunities during the selection process and employment without regard to race, color, marital status, sexual orientation, gender identity, gender expression, creed, religion, sex, national origin, age, mental or physical disability, or veteran's status. The following guidelines are designed to achieve the recruitment and selection objectives of the college and to assure equal employment opportunity.

1. **All vacant regular (continuing) full-time and part-time positions will be publicized** so that interested, qualified employees are aware of opportunities for promotion or transfer. Requests for advertising exceptions must be approved by the Office of Human Resources. Examples of situations in which it might be appropriate to grant an exception include, but are not limited to:
 - a. Acting or interim appointments based on objective criteria, usually when the appointment is for one year or less. (These include temporary unclassified acting or interim appointments as well as classified Details to Special Duty.)
 - b. Lateral transfers and other position changes involving the same or equivalent rank or title.
2. **Position advertisement and selection criteria** will be developed in direct relationship to the job requirements of the specific position being filled. Subject to provisions section 1 above, the following general requirements will be followed for positions that require advertisement:

All positions at Director level and above require posting in a minimum of two print or

online publications, internally via campus wide email and externally via CLTCC website. At a minimum, the positions must be posted on the CLTCC website for no less than **ten calendar days**.

All other positions at levels that **require** a search committee are to be posted externally via CLTCC website and internally via campus wide email. At minimum, the position must be posted on the institution's website for no less than **seven calendar days**.

All positions at levels for which a search committee is **encouraged** are required to be posted externally via CLTCC website and internally via campus wide email. At minimum, the position must be posted on the institution's website for no less than **seven calendar days**.

Use of Subcommittees in Hiring

The search committee is a recommending body to the hiring authority. It is the responsibility of CLTCC's Office of Human Resources, to receive and screen application materials to ensure that candidates meet minimum qualifications. It is the responsibility of the hiring manager to receive and screen application materials to verify that candidates meet the credentialing qualifications of the position. The hiring manager may also further screen the applicant pool that meets minimum qualifications to obtain a pool of highly-qualified applicants meeting preferred qualifications. The pool of screened applicant candidate materials will be forwarded to the search committee for their determination of candidates to be interviewed and further credentialed. The hiring manager and/or committee will develop standard questions that will be asked of all candidates interviewed. The questions must be approved by Human Resources prior to scheduling interviews. All questions and notes used during the interviews must be submitted to Human Resources with the interview evaluation forms. The committee is encouraged to recommend for further consideration no less than three unranked candidates to the hiring authority, whenever possible.

A search committee is **required** for all full-time faculty positions and for all administrative positions at Director level or above. A search committee is **encouraged** to be used for part-time and adjunct positions, as well as all other positions.

A search committee will be comprised of no less than three members. The committee should reflect the diversity of the community and the student population, as much as practicable, and it should include at least one subject matter expert or one with knowledge of the hiring discipline. The list of search committee names must be submitted to Human Resources for review and approval.

Employment Offer

The Director of Human Resources, or designee within the Human Resources department, will bring the hiring recommendation and proposed salary to the Chancellor for approval. Once approved by the Chancellor, only the Office of Human Resources shall extend the employment offer.

Interim Appointments

All interim appointments require the approval of the Chancellor. All interim appointments must have an identified beginning and ending date for the appointment. Such appointments have an ending date of one year after the beginning date if no ending date for the appointment is otherwise specified. The length of time of an emergency/interim appointment shall not exceed one year, unless otherwise approved by the LCTCS President.

Movement from an emergency/interim appointment to a regular appointment is not guaranteed. A regular appointment is subject to the posting and search committee guidelines as outlined in this policy.

Policy Reference: Louisiana Community & Technical College System Policy 6.032

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle III, Ed.D.</i>	<i>Chancellor</i>	<i>4/4/2023</i>

Distribution:

Electronic: posted to College's website and sent via email to College personnel