

<input type="checkbox"/> Title:	Recruitment and Hiring
<input type="checkbox"/> Initial Action:	November 17, 2010
<input type="checkbox"/> Board Action:	10-061, 23-018
<input type="checkbox"/> Last Revised:	
<input type="checkbox"/> Policy:	March 30, 2023
<input type="checkbox"/> Procedure:	
<input type="checkbox"/> Last Reviewed:	February 2, 2023
<input type="checkbox"/> Changes Effective:	March 30, 2023
<input type="checkbox"/> Next Review:	February 2, 2026
<input type="checkbox"/> Responsibility:	Executive Director of Human Resources

POLICY: Cecil College recruits and hires faculty and staff on the basis of job-related selection criteria, demonstrated ability, experience, and training. Cecil College is committed to employing qualified individuals without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, disability, veteran status, or any other characteristic protected by federal, state, and/or local law.

In furtherance of this policy, all vacant positions will be posted internally and externally. A Division Head who would like to waive a full-time posting and/or post the position as an internal posting only, must submit a memo to Human Resources, explaining the rationale for the request. In collaboration with the Division Head, Human Resources may waive a full-time posting requirement and/or permit a position to be advertised internally after review of current full- or part-time employees or otherwise qualified applicants who possess the requisite skills, qualifications, and academic credentials for the position.

The recruitment, selection, and appointment of individuals for employment at Cecil College are carried out through governance between the President, Division Heads, Search Committees, and Human Resources. The Division Heads, Search Committees, and Human Resources provide advice and recommendations to the President. The final decision with respect to the appointment of a college employee rests with the President. The candidates chosen by the President are subject to approval by the Board of Trustees.

PROCEDURE: The steps below outline the general procedures for the recruitment and hiring of full-time faculty, classified staff, administrative employees, part time employees and adjunct faculty. Human Resources is responsible for ensuring that recruitment and hiring is conducted from diverse pools of qualified candidates consistent with college policy concerning non-discrimination, equal employment opportunity and affirmative action.

The College recognizes that employment needs may emerge rapidly for certain positions. As such, individual divisions are responsible for recruitment for these positions. Division Heads must reconcile the need to fill positions against budget. Division Heads must determine if a position should be posted on the College website. This can be done with the guidance of Human Resources. Positions not posted on the College website, must follow all state, federal and local laws as outlined in this policy to ensure lawful recruitment practices.

Personnel Requisition and Posting of Positions: A personnel requisition is required for all positions that are to be posted on the College's website. The Division Heads will forward the personnel requisition and job description to Human Resources. The job description should include position qualifications and essential functions. Human Resources can assist as needed in the development of the job description. Human Resources, will confirm salary, budget and grade level for the position. Human Resources will forward the requisition to the President for final authorization for posting.

A Human Resources representative will discuss with the Division Head, or designee, the recruiting strategy, the formation of the Search Committee, and the timeline for the search. Human Resources and the Division Head or designee, will incorporate uniform application criteria for vacant positions. These criteria will be based on the job functions and required and preferred qualifications.

Once a personnel requisition has been completed, the position is authorized for posting on the College's website. Positions will be advertised on local and/or national external websites, including advertisement sources, and sent to list serves that will provide a diverse applicant pool. External positions will be posted for a minimum of two (2) weeks; internal positions will be posted for a minimum of one (1) week.

Search Committee: A search committee is required for all external full-time positions. Search committees are required for all internal full-time positions when more than one (1) applicant has applied. A committee is optional for part-time positions. When a search committee is not utilized, Hiring Managers should hold interviews with at least one other employee present.

Search Committee members will be granted access to candidate's application material through the College's applicant tracking system. Human Resources will notify search committee members once the position is posted. Human Resources and/or the Search Committee Chair will schedule a search committee meeting, at the earliest available time, after the deadline for the position has passed.

Charge to Search Committee: The Search Committee members are charged to achieve the following:

1. Assist in screening resumes to determine the list of candidates to be contacted for interviews.
2. Assist in devising relevant questions for the candidate position.
3. Adhere to the search policies/guidelines by asking only approved questions, which were discussed in planning sessions.
4. Follow-up questions should ONLY be related to the original question asked and asked for the sole purpose of clarification for your own understanding.
5. The Search Committee Chair and members can have an open discussion regarding candidate assessments and recommendations before recommending a candidate for a second interview.

The Search Process is a vital and critical component in Cecil's recruitment efforts. All individuals involved in the process of interviewing and recommending candidates are expected to adhere to the search guidelines, maintain confidentiality, and respect the privacy of each candidate's professional and personal information.

Composition of the Search Committee: *Please login to MyCecil to access the "Charge to Search Committee Chairperson" SOP listed under forms. The hiring manager may appoint either the search committee chair who is charged with selecting the committee members, or both the chair and the remaining members of the committee. The structure of search committees will vary among departments, offices, schools and colleges, depending upon the position to be filled. The composition of a search committee is key to a broad and inclusive search and the committee should:

- Include individuals with different backgrounds, perspectives, and expertise.
- Include individuals with knowledge of the substantive area and the technical expertise to effectively evaluate candidates' qualifications.
- Include 3 members for Administrative and Skilled Service positions 5 members for Supervisor, Managers, Directors, Faculty and Vice President level positions
- Represent a diverse cross section of the college population
- Include appropriate stakeholders such as peers of the new hire, supervisors, and those with similar positions.

The search committee serves in an advisory capacity. The role of the search committee is to screen applicants using a clearly defined, objective criteria. The search committee will interview candidates for the position. Once interviews are completed, the search committee chair is to recommend, via memo to the Division Head finalist candidates. The Division Head, will provide a recommendation to hire to the President. The President makes the final decision with respect to the appointment of a college employee.

Review of Applicants: Search committee members will review applicants via the College's applicant tracking system. This review is to be done prior to the search committee meeting. In positions where a highly specialized set of skills is

required and/or a large volume of applicants have applied, the Search Committee Chair may prescreen the applicant's application package, and share with the Search Committee candidates who meet the minimum qualifications for the position. Search committee members may however choose to review all applicants.

Search committee members will review applicants based on the minimum and preferred job qualifications to determine the top candidates for the position. Search Committee members will be asked to provide their top candidates during the initial search committee meeting. If a Search Committee member cannot attend the initial meeting, they may send their selected candidates to the Search Committee chair and/or Human Resources. Once all Search Committee members have provided their top candidates, the Search Committee as a whole will review candidates that were listed on more than one (1) search committee's member's list. Candidates who have been identified by only one member of the search committee may be reviewed at the request of the Search Committee member and/or the Chair of the search committee.

The Search Committee will determine candidates who will advance to the next step in the interview process after a review of the completed application packets. Based on the number of qualified applicants and the depth of the applicant pool, the Search Committee may elect to prescreen candidates either by telephone or video interview. Otherwise candidates may be invited directly to campus for an on-site interview. If candidates are prescreened by telephone or video conferencing, the Search Committee will recommend a list of candidates to invite to campus for on-site interviews after the pre-screening has been completed. This step is based on an evaluation of the candidate's prescreen experience and complete applicant package.

Interview: Human Resources will coordinate and schedule interviews, unless otherwise indicated by the Division Head and/or Search Committee Chair. The Search Committee, with the assistance of Human Resources will develop interview questions. All faculty positions will require candidates to provide official transcripts during the interview process. If official transcripts are not available at the interview phase, unofficial transcripts may be provided until official transcripts are available.

Faculty searches must comprise of a teaching demo and interview. The appropriate Dean and the Vice President of Academic Programs, or designee, will observe the teaching demo. Search Committees may additionally require the following during the interview process: presentations to the Search Committee and/or college employees, writing/work samples, and/or onsite computer assessments.

The Division Head and/or President may want to interview candidates for positions. Such interviews, will be determined during the initial search committee meeting and in cooperation with Human Resources and the Division Head and/or President.

At the conclusion of the interview process, the Search Committee will convene to review the interview process. This can be done immediately following the last interview or be scheduled at a date determined by the Search Committee, during the interview process. The Search Committee Chair will provide the Division Head and Human Resources a list of the recommended candidates. The Division Head will provide a recommendation to hire to the President and copy Human Resources.

Offer of Position: Human Resources is responsible for the coordination of a fingerprint and background investigation (Fingerprinting/Background Investigation for Volunteers and Employees of Cecil College). Human Resources is also responsible for reaching out to at least one (1) but preferably, two (2) professional references.

Human Resources, unless otherwise notified by the Search Committee Chair and Division Head, will make all offers of full-time employment. Human Resources will prepare an offer letter and new hire paperwork.

Upon receipt of written acceptance of the offer from the successful candidate, Human Resources will notify applicants via email that the position has been filled.

Maintenance of Records: Job applications and all materials related to the search will be sent to the Human Resources at the completion of the search. Human Resources will maintain the entire file for a period of seven (7) years. It will be moved to offsite storage 1 year after the close date of the search.