



Category
HIRING PROCEDURES – 5:00:00:00
Approval
Corresponding Policies: TBR Guidelines P-010 and P-015 ; TBR Policy 5:01:02:00
Leadership Council Approved: July 28, 2017
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Responsible Party: Executive Director of Human Resources

I. PURPOSE

This policy provides instruction for hiring all regular full-time and part-time faculty, administrative staff and support staff employees of Motlow State Community College. Appointments for positions which report directly to the President, including interim appointments, require approval by the Chancellor and will be done in accordance with TBR Guideline P-010.

II. PROCEDURE

- A. Unless waived by the President, vacant positions will be posted or advertised internally and/or externally by Human Resources.
- B. The determination of whether the position is posted internally or externally is at the discretion of the hiring vice president and the Executive Director of Human Resources.
- C. When a posting occurs, the following instructions must be followed:
 1. The hiring manager completes the [Employment Requisition](#) and obtains required signatures. A salary range will be designated prior to the posting.
 2. The Executive Director of Human Resources approves the wording of the advertisement and determines where the position will be advertised at least two weeks prior to the anticipated announcement date.
 3. Support staff positions will be posted for 14 days.
 4. Administrative and faculty positions will be posted for 30 days.
 5. Human Resources will pre-screen all applications and forward the names of those candidates meeting the minimum requirement qualifications to the search committee. Applicants which do not meet the minimum requirement qualifications for the position will be notified by Human Resources via email.
 6. A search committee will be appointed by the appropriate vice president.
 - a. The committee must meet the diversity requirements as described in the Motlow State Community College Affirmative Action Plan.

- b. For faculty, the search committee must include the appropriate dean or designee, the appropriate curriculum chair and faculty from the discipline, department and a cross-section of campuses. Applicants being considered for an interview will be credentialed by the curriculum chair. Teaching demonstrations are required for faculty interviews.
- c. The vice president will designate the chair of the search committee and, in conjunction with Human Resources, inform them of their duties.
7. The chair of the search committee, in conjunction with Human Resources, makes direct contact and special efforts to recruit underrepresented applicants into the applicant pool.
8. The chair of the committee will collect a [Confidentiality of Search Process](#) form from each search committee member and submit the forms to Human Resources.
9. The search committee may begin reviewing applications immediately upon receipt.
10. Prior to contacting applicants for interviews:
 - a. A [Proposed List of Applicants for Interview](#) and a list of interviewing questions must be submitted to the Affirmative Action Officer/Executive Director of Human Resources for review and approval.
 - b. After receiving approval from the Affirmative Action Officer/Executive Director of Human Resources, the chair of the search committee will have search committee members review the [Pre-Employment Inquiry Guide](#) and interview questions.
 - c. The chair of the committee will provide Human Resources with a list of the Finalists. The chair will contact those candidates selected by the search committee for an interview. The Human Resources office will notify those Finalists not chosen for further consideration via e-mail.

D. Committee Responsibilities

1. The search committee may conduct interviews via telephone or VoIP software or in person. Each candidate will be offered the same interview format option.
2. The chair ensures the Finalists are aware of the salary range and are still interested in the position before moving forward.
3. The search committee will develop and utilize a scoring system to rank each candidate. The scoring system must be approved by Human Resources prior to conducting interviews.
4. The college will not pay for out-of-state travel expenses, except for searches involving vice presidents. All Finalists must be given the option of paying for travel themselves or having their interview conducted via VoIP software.
5. Once all interviews have been completed, the chair of the search committee will forward [the Interview Outcome Form](#) to Human Resources. The top three (3) Finalists, along with their scores, applications, résumés, and transcripts (if required) will be forwarded to the appropriate vice president, unless an exception is granted by the appropriate vice president.
6. Committee members will not share any information regarding the selection process of a specific search with anyone outside the committee or the hiring authority.

E. Final interviews and offers of employment

1. If the vice president does not select a candidate from among the Finalists, they may request additional names from the search committee or call for another search.
2. Regular full-time positions
 - a. An [Appointment Form](#) will be created and signatures of the President, appropriate vice president and Affirmative Action Officer will be obtained prior to offering the position to the selected candidate.
 - b. The vice president makes the offer of employment to the chosen candidate and notifies the appropriate hiring supervisor.

- c. The search committee chair will complete the [Interview Outcome Form](#) and send it to Human Resources.
 - d. The hiring supervisor will request an official transcript to be sent to Human Resources if a transcript is required for the position.
3. Regular part-time positions
- a. An [Appointment Form](#) will be created and signatures of the President, appropriate vice president and Affirmative Action Officer will be obtained prior to offering the position to the selected candidate.
 - b. The vice president makes the offer of employment to the chosen candidate and notifies the appropriate hiring supervisor.
 - c. The search committee chair will complete the [Interview Outcome Form](#) and send to Human Resources.
 - d. The hiring supervisor will request an official transcript to be sent to Human Resources if a transcript is required for the position.
- F. Final Actions
1. After the approval of the Appointment Form, Human Resources will verify that “official transcripts” have been requested by the new hire and a background check has been initiated. All offers of employment will be contingent upon a satisfactory background check and receipt of official transcripts to verify the new hire’s education credentials.
 2. Human Resources will make contact with the new hire to coordinate contract signing and new hire orientation. Benefits orientation should occur within three (3) days of the date of hire.
 3. The Human Resources office will notify those finalists not chosen for the position via e-mail.