

Procedure



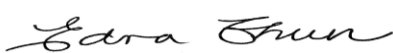
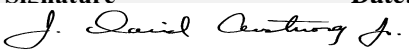
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The Recruitment Process

Equity Plan. All persons possessing minimum job qualifications regardless of race, color, age, national origin, religion, gender, marital status, or disability or any other protected class, must be provided an equal opportunity to compete for employment. In order to implement this concept in the area of employment practices and procedures, the Vice President for Human Resources and Equity will review all proposed employment decisions with the intent of ensuring equity. Pursuant to the requirements of federal and state laws respectively, the Broward Community College's (the "College") Annual Affirmative Action Plan and the College's Annual Equity Plan include specific measurable goals and timetables for remedying any potential underrepresentation of women and minorities in administrative, faculty and professional technical staff positions. In addition, the College follows *Florida Statutes*, Chapters 295.07 and 295.085(2), which set forth requirements for public employers to accord preferences in appointment, retention, and promotion to certain veterans and spouses of veterans who are Florida residents.

Role of the Human Resources Department. Job listings shall be posted on the College's website for administrative, faculty and professional technical staff positions and in the appropriate journals and newspapers. The Human Resources Department will conduct outreach activities to assist departments in building diverse applicant pools. The Human Resources Department will provide guidelines for the search processes to the screening committee. These guidelines will include information on confidentiality of the search process, appropriate methods of reference checking and screening, and information on applicable federal and state laws. An applicant for a full time administrative or professional technical position shall meet the minimum requirements which will be set by and approved by the Vice President of Human Resources and Equity. The Human Resources Department will certify that all candidates for full-time positions meet the minimum qualifications outlined in the position specifications. Employment applications, resumes, and letters of interest received by supervisors should be forwarded immediately to the Human Resources Department for processing and certification. For each open position, the Human Resources Department will maintain an applicant control log listing qualified applicants. Applicants for faculty positions will be sent an indication of the faculty salary ranges with the application form. All applications will be retained for not less than 2 years.

Posting. New positions in the College shall reflect the written goals of the department. The immediate supervisor of the position shall initiate the *Personnel Requisition* form (PE-6) and

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forward it through administrative channels to the appropriate member of the President's Cabinet, who shall send it to the President for final approval before it is forwarded to the Human Resources Department.

Advertisement. All full-time regular positions must be advertised by appropriate recruitment methods. All faculty and administrative positions must be open for a minimum of 14 consecutive calendar days following publication of the advertisement, and professional technical staff positions for a minimum of 7 consecutive calendar days. The Vice President for Human Resources and Equity may authorize a position to be advertised internally. Current employees are required to follow the internal application process. Administrator vacancies will be posted externally if an internal recruitment generates less than three applicants.

Faculty Postings:

For faculty positions the supervisor shall discuss the wording of the job announcement and advertisement plan with the members of his/her department, with other faculty bodies, as appropriate, and with the Human Resources Department. Advertisements for vacant positions should include the last date to apply for the position, the projected starting date, and the minimum qualifications for the position. These qualifications should include, but not be limited to: (1) educational requirements, (2) required work experience and skills, (3) required teaching skills for faculty positions, and (4) special requirements, such as the ability to teach two or more subjects and familiarity with certain types of technical equipment.

Internal Advertisement for Faculty Positions. All full-time faculty positions will be advertised internally for a period of 1 week (five working days) in order to give current tenured faculty members the opportunity to apply for transfer. The faculty member desiring the transfer will notify the Human Resources Department on an *Internal Application* form (PER-19), which will be forwarded to the faculty Screening Committee for consideration. If the faculty Screening Committee, Associate Dean, Academic Dean or Instructional Dean and Provost determine that the faculty member requesting transfer is the desired candidate then the screening process should be terminated and the faculty member will be recommended for the vacant position. If however, the faculty Screening Committee, Associate Dean, Academic Dean or Instructional Dean and Provost determine that they want to consider the faculty member seeking transfer along

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with other applicants, then the external advertising, screening, and interview process will take place. If current employees apply for the position, there will be one week (five days) down time between the internal application deadline and the external posting of a position. If no current employees qualify for the position, the requirement to advertise internally may be waived.

Faculty on Administrative Leave Who Desire to Return to Faculty Status.

If a tenure-track faculty member moves to a position that does not have faculty status, the tenure-track faculty member may request administrative leave from the tenured position.

A tenured faculty member serving in an administrative appointment and on leave from a faculty position and wishes to return to a faculty position for which he/she meets the minimum qualifications may return to a faculty position at a location to be determined by the College. The request must be made prior to the end of the faculty member's administrative contract or shall be denied. The faculty position will begin in Term I. Upon returning, the faculty member shall be placed on the faculty salary schedule where years of experience shall include the years as an administrator.

A tenure-track faculty member without tenure serving in an administrative appointment and on leave from a faculty position and wishes to return to a faculty position for which he/she meets the minimum qualifications may return to a faculty position at a location to be determined by the College. The request must be made prior to the end of the faculty member's administrative contract. The faculty position will begin in Term I. Upon returning, the faculty member shall continue to accrue tenure in the tenure process from the point at which the faculty member first left for the administrative position. The tenure track faculty member will be placed at the level on the faculty salary schedule that includes the years of experience that a faculty member served as an administrator.

Recruitment. Diligent recruitment efforts must be conducted in order to ensure that interested and qualified persons have sufficient opportunity to apply and that a candidate pool with sufficient qualified applicants, including minorities, can be formed.

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Application Packet. The completed application must include the official College application form, copies of unofficial transcripts, and all other documentation as required in the job posting. Prior to appointment, the successful candidate must provide official educational transcripts to Human Resources.

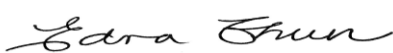
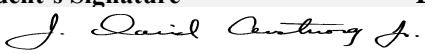
Applicant Pool. The Human Resources Department will collect all applications and form a pool of qualified applicants. After the closing date for application, the pool of qualified applicants will be released to the immediate supervisor and/or the Chair of the Screening Committee.

The Selection Process: Faculty and Administrative Staff

Screening Committees shall be used in the selection process. The primary role of these committees is to review the candidate's credentials, evaluate their qualifications based on the job description, and make recommendations. For Faculty Screening Committees, the Committee shall select the Chair of the Screening Committee and shall agree upon a timetable to complete the process before the end of Term II. In accordance with the *Criteria for Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools, the Screening Committee shall develop a procedure to obtain a writing sample from candidates for all faculty positions. Candidates will be informed of this requirement prior to the on-campus interview.

Composition of Screening Committees. Screening Committees shall be composed of at least 3 members and shall have a diverse membership, including ethnic and gender diversity. Human Resources shall monitor the composition of Screening Committees to ensure diverse membership. The Provost or Vice President shall confirm adherence to the Recruitment policy and procedure regarding the composition of the search committee prior to submitting to Human Resources for final approval. Membership on Screening Committees may include persons inside or outside the College, such as advisory committee members, industry consultants, and other appropriate representatives. An employee may not sit on the screening committee for which his/her relative is an applicant for the position. Please refer to Policy 6Hx2-3.22, *Employment of Relatives*.

Faculty Positions: Screening Committees will have a majority of full-time faculty from the academic discipline, or, if necessary, related disciplines, of the positions to

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be filled and shall have a diverse membership. Whenever possible, at least one full-time faculty member with credentials similar to those of the advertised position shall serve on the Screening Committee.

The immediate supervisor of the open position shall ask for volunteers (or if necessary assign employees) to serve on the Screening Committee. The immediate supervisor shall accept a faculty member's request for committee membership. These automatic assignments to membership, however, are restricted to faculty members within the discipline or a discipline related to the search and located at the campus with the open position. Faculty members from other locations may also request membership on the committee; such requests, however, may be granted only at the discretion of the immediate supervisor of the open position.

Administrator Positions: A Screening Committee will have diverse membership including representatives from those areas / divisions most served by the open position. The selection of a Screening Committee Chair will be at the discretion of the appropriate Vice President or Provost. Human Resources will consult with the hiring manager on committee representation and shall monitor the composition of Screening Committees to ensure diverse membership. The Provost or Vice President shall provide information regarding the search committee composition to Human Resources for approval prior to review of applications. A majority of the members of the Screening Committees for Associate Deans and Academic Deans shall be faculty.

Whenever possible, consideration of professional technical staff employees for service on administrative screening committees is encouraged.

Professional Technical Staff Positions: A Screening Committee will have diverse membership and a minimum of three individuals should be selected to serve on the committee. Such committees should include the appropriate departmental personnel. Human Resources shall monitor the composition of Screening Committees to ensure diverse membership. The Hiring Manager shall provide information regarding the search committee composition to Human Resources for approval prior to review of applications.

Charge to the Screening Committee. A representative of the Human Resources Department will attend the first meeting of the Screening Committee to release the position pool and to ensure that the Committee is aware of its responsibilities related to equity and to

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recruitment and selection procedures. All charges to the Screening Committee by this individual shall be written. Any questions regarding the process should be referred to the Human Resources Department.

The immediate supervisor and the Chair of the Screening Committee may provide copies of the advertisement, job qualifications, and Screening Committee timetable to all applicants prior to and during the search process.

The Interviews. Whenever possible, the Screening Committee should recommend at least three candidates for on-campus interviews. Screening committees for faculty and Administrative positions are encouraged to conduct telephone interviews first, prior to on-campus interviews being scheduled. The hiring supervisor may request the Screening Committee to interview additional qualified candidates not originally recommended for interview by the Screening Committee. The Chair of the Screening Committee and the immediate supervisor will participate in the on-campus interviews with the recommended candidates. The immediate supervisor and/or other appropriate administrative personnel may schedule separate interviews with the candidates(s).

The Screening Committee shall use the same procedures and a common core of questions for all interviews. Under no circumstances should the interviewer(s) ask about an applicant's age, race, religion, national origin, marital status, color, physical ability, gender, sexual orientation, or dependents. Only questions relative to job qualifications may be asked. Starting salaries for new employees shall be determined by the Human Resources Department. Salary commitments should not be made with applicants without the authorization of the Human Resources Department.

Faculty Positions: The interview may include a teaching simulation, and the Screening Committee shall evaluate the candidate's oral and written communication in the language in which assigned courses will be taught. The Committee will determine the guidelines/procedure for the teaching simulations.

Recommendations of the Screening Committee.

Faculty Positions: Upon completion of the on-campus interview process, the Screening Committee, faculty members of the department, and administrators and other personnel as appropriate, will meet to discuss the qualifications of the

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candidates. The Screening Committee may orally rank the qualified candidates. However, when the names of the candidates are recommended in writing to the immediate supervisor, the names must be alphabetized. The Chair of the Screening Committee and the immediate supervisor will ensure that reference checks are made either by telephone or in writing prior to making an employment recommendation. If all the recommended candidates refuse the position, then the Screening Committee, in consultation with the hiring supervisor, will either re-examine the pool for other suitable candidates, recommend re-advertisement, or recommend re-opening the position.

Administrator Positions:

The Chair of the Screening Committee and the immediate supervisor are responsible for ensuring that reference checks are made either by telephone or in writing prior to a candidate being recommended for employment.

The hiring manager in consultation with Human Resources shall determine the process for conducting reference checks. For positions at the Dean level and above, the Human Resources Department working with the hiring supervisor will conduct the reference checks.

Professional Technical Positions: The Screening Committee and the immediate supervisor are responsible for ensuring that reference checks are made either by telephone or in writing prior to recommending a candidate for employment.

Re-advertise and Re-open Guidelines: If the Screening Committee determines that the pool of applicants is unsatisfactory, then the Screening Committee can request that the appropriate Vice President or Provost or his/her designee re-advertise or re-open the position. A re-advertised position means that application time for the position has been extended. A re-opened position means that a new search is initiated which may require a new Screening Committee.

If the immediate supervisor in consultation with the appropriate Vice President or Provost or his/her designee deems that none of the candidates are suitable for the position, then that supervisor shall discuss his/her concern(s) with the Screening Committee. The hiring supervisor will ask for a recommendation from the Screening Committee to either re-

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examine the pool, re-advertise or re-open the position. In consultation with the appropriate VP or provost, the hiring supervisor will determine the next steps.

Recommendation for Employment. The candidate that the immediate supervisor recommends for employment is to be forwarded through the established administrative channel. The immediate supervisor is to complete the *Applicant Status Report (ASR)* and attach it to the *Personnel Recommendation* form (PER-1). The Recruitment Coordinator will review these forms and then forward them to the Vice President for Human Resources and Equity. If the Vice President is satisfied that the appropriate procedures were followed during the recruitment and selection process, the Vice President will transmit the recommendation to the President and the Board of Trustees for a final decision.

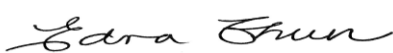
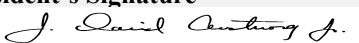
Rejection of the Recommendation for Employment. If, however, the Vice President for Human Resources and Equity determines that the search did not comply with the College's Equity Plan or Affirmative Action Plan, then the Vice President will send the *Personnel Recommendation* form (PER-1) and the *Applicant Status Report (ASR)* to the Screening Committee with a written list of deficiencies and will notify the appropriate member of the President's Cabinet so that a member of the President's cabinet can meet with the Screening Committee and the supervisor to determine a further course of action.

If the final candidate recommended for a faculty position or a position which has supervisory authority over academic areas is not approved by the President, then the President will respond in writing to the Screening Committee with the reasons for the decision.

Communication with Candidates. Candidates should receive notification of their status from the Human Resources Department as quickly as possible. If the selection process is delayed, candidates should be notified so they may make other plans.

The Selection Process: Professional Technical Staff

A Screening Committee will have diverse membership and a minimum of three individuals should be selected to serve on the committee. Such committees should include appropriate departmental personnel. Human Resources shall monitor the composition of Screening Committees to ensure diverse membership. The Hiring Manager shall provide information

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regarding the search committee composition to Human Resources for approval prior to review of applications.

Internal Posting. The hiring supervisor may choose to recruit internally for professional technical staff promotional positions. When recruiting internally, the PE-6 must state “Internal Recruitment Only.” This position will then be kept open for 7 consecutive calendar days and advertised only on the *Job Opportunity Bulletin*. If sufficient applications are not received at the end of the 7 days, the position may be extended and recruited externally for a minimum of 7 days. For non-represented professional technical staff positions, the internal posting may be extended beyond the 7 calendar days at the discretion of the Hiring Manager.

The professional technical staff employee desiring the position will notify the Human Resources Department on an *Internal Application* form (PER-19), which will be forwarded to the Screening Committee for consideration. If the Screening Committee and the hiring supervisor determine that the professional technical staff employee applicant is the desired candidate, the screening process is terminated and the professional technical staff employee is recommended for the vacant position. If, however, the Screening Committee and/or the hiring supervisor determine that they want to consider the professional technical staff employee seeking the position as well as other applicants, then the external advertising, screening, and interview process will take place. If no current employees qualify for the position, the requirement to advertise internally may be waived.

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