



S O W E L A
TECHNICAL COMMUNITY COLLEGE
www.sowela.edu

TITLE: Search Committees on Hiring

EFFECTIVE DATE: July 3, 2007

LAST REVISION: October 26, 2007

Policy No. 6.034.1

Sowela Technical Community College adopts the following Louisiana Community Technical College System (LCTCS) Policy #6.032 Policy on Search Committees in Hiring with changes as stated in Policy #6.034.1:

Purpose: The intent of this policy is to establish minimum guidelines for all Sowela Technical Community College for search committee usage in the hiring process. All unclassified and classified hiring decisions are subject to the approval of the Chancellor of Sowela.

Committee Requirement Based on Position Level

- A search committee is required for all full time faculty positions
- A search committee is required for all unclassified positions
- A search committee is required for all other positions including classified positions
- A search committee is encouraged for part time and adjunct positions

External vs. Internal Posting

- Chancellor and/or Vice Chancellor positions require posting in a minimum of one newspaper, such as The Community College Week, Black Issues in Higher Education, The Chronicle of Higher Education and the Community College Times.
- All positions at levels that require a search committee are required to be posted internally on www.sowela.edu. The position must be posted on the college's website for no less than 10 working days.
- All positions at levels for which a search committee is encouraged are required to be posted internally.
- Internal transfer and promotional opportunities must be approved by the Chancellor.

Composition of the Committee

- The committee will be comprised of no less than three members with a representative of the Department of Human Resources present as an ad hoc member. The Committee Chair should not be from the department for which the position was posted. The Human Resource representative is not a voting member of the committee.
- The committee will reflect the diversity of the community and the student population.
- Subject matter experts and those with knowledge of the discipline are to be represented on the committee.

Duties of the Committee

- The search committee is a recommending body to the hiring authority.
- It is the responsibility of the institution's Human Resources department, in conjunction with technical/academic experts, to receive and screen application materials to ensure that candidates meet minimum qualifications and credentials.
- The department hiring the new employee may then 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.
- The department hiring the new employee and/or committee will develop structured interview questions that will be asked of all candidates interviewed.
- The committee is encouraged to recommend for further consideration no less than two unranked candidates to the hiring authority.

Duties of the Institution

- The institution must determine the designated "authorized salary offerer"(such as human resources), who must approve all offers before they are made on behalf of the institution.
- The institution must determine the officer who reviews and approves the diversity of the search committee.

Emergency / Interim Appointments

- All emergency/ interim appointments require the approval of the Chancellor.
- All emergency/ interim appointments must have an identified beginning and ending day for the appointment
- The length of time of an emergency/ interim appointment shall not exceed one year, unless otherwise approved by the Chancellor.

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.

Source of Policy: HR
Related Policy: LCTCS

Approved by: _____
Chancellor

Responsible Administrator: Human Resources
LCTCS Policy Reference: NA
LCTCS Guideline Reference: 6.032
Initial Date: July 3, 2007

Date: _____