

**BUSINESS SERVICES
PERSONNEL HIRING**

CHAPTER 2
POLICY 2.02

Board of Trustees Approval: 3/2/84
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I. POLICY

Salt Lake Community College (SLCC) strives to hire individuals qualified and committed to serving students as specified in position announcements. SLCC is an equal employment opportunity employer. SLCC is committed to actively seeking a diverse workforce in support of its mission of providing quality educational services to an increasingly diverse student body. It is the responsibility of all employees involved in selecting new hires to make decisions on employment matters in accordance with the policies, procedures and accepted affirmative action practices established by the College as well as state and federal laws. Primary responsibility is placed with the employing unit. All hires are subject to accountability to the President (Utah Code 53B-2-106) through the line management channels. The College is fully committed to policies of equal employment and nondiscrimination. It uses a program of equal employment opportunity in employment to prevent any form of discrimination, harassment, or prejudicial treatment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, disabled veteran or veteran of the Vietnam era.

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I. REFERENCES

- A. Salt Lake Community College Hiring Handbook which includes Federal and Utah State mandates
- B. Salt Lake Community College Policy 2.03 Employment of Relatives
- C. Salt Lake Community College Policy 2.04 Employment of Students and Youth
- D. Salt Lake Community College Policy 2.05 Affirmative Action Plan
- E. Salt Lake Community College Policy 3.15 Employment Discrimination
- F. Salt Lake Community College Policy 3.16 Code of Ethical Conduct

II. DEFINITIONS

- A. Hiring Department. Any unit authorized to hire personnel.
- B. Hiring Supervisor. The person accountable for the supervision of the employee. The line supervisor for administrators and staff or the Associate Dean for faculty.
- C. Search Committee. A group of members of the College community who help search, screen, interview, and recommend applicants for hire.
- D. Full-Time Faculty: Those appointed to full-time teaching for a nine- or twelve-month appointment or others designated as faculty appointed to fill temporary special assignments. Faculty in such special assignments come from teaching and will return to teaching. Some faculty are tenured, some are in a departmental tenure-track position, and others are in a non tenure-track position.
- E. Full-Time Faculty Lecturer: Those appointed to full-time teaching for a nine or twelve month appointment with additional teaching load and no service requirement.
- F. Full-Time Temporary Faculty. A faculty member hired on a temporary basis generally not to exceed one year.

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- G. Part-Time (Adjunct) Faculty. Part-time (adjunct), temporary faculty hired on a term to term basis with no expectation or obligation for employment beyond their current assignment.
- H. Full-Time Staff: An individual who is employed at least 75% of full time equivalent (FTE); i.e., six hours or more per day, or 30 or more per week, or 1,566 hours per year for non teaching personnel and 75% or more of a regular academic load for faculty.
- I. Part-Time Staff: An individual who is employed less than 75% of full time equivalent (FTE) for non-instructional personnel and less than 75% of a regular academic load for faculty.
- J. Background Check: The inquiry into an individual's background, in reviewing applicants' demonstrated qualifications, honesty, work ethic, skills, and abilities for the position. SLCC may obtain and use criminal and non-criminal information from but not limited to federal, state, and local government; educational institutions; other employers; professional organizations; consumer credit agencies; computer databases; personal references; etc., as determined by the College.

III. PROCEDURE FOR FULL-TIME EMPLOYEES

A. Position Approval

New positions are approved and funded through such processes, including but not limited to, the Legislature, growth dollars and realignment due to enrollment numbers.

The hiring supervisor initiates the requisition process, including the position description, names of the search committee members, advertisement to be done, and the number of days to be posted. The Associate Dean consults with department faculty in writing the position description for faculty positions. The requisition is approved by line managers up to and including the President's Executive Cabinet for new exempt positions and the appropriate Executive Cabinet Member for replacement and temporary positions, prior to posting. Human Resources (HR) notifies the hiring supervisor that the requisition has been approved.

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All positions have the option to be posted “Open Until Filled.” Efforts should be made to recruit a diverse pool of applicants. Positions are to be posted as follows:

Position	Minimum Number of Posting Days	Advertising Minimum	Minimum Committee Membership
Administrators	10 Working Days	All positions require external searches, Associate Dean positions may be posted internally first. Newspaper and other online media required.	Minimum of 5
Full-time Regular Faculty	30 Working Days (Provost may approve a lesser number of days, 10 minimum)	All positions require external searches. Professional journal and/or discipline appropriate website(s). Newspaper and other online media required.	Minimum of 4
Full-time Faculty Lecturer	10 Working Days	Internal – HR Website External – Newspaper and other online media required.	Minimum of 4
Temporary Full-time Faculty	Not required	Not required	Not required
Exempt Staff	Internal – 10 Working Days External – 10 Working Days	Internal – HR Website External – Newspaper and other online media required.	Minimum of 3
Non-exempt Staff	Internal – 10 Working Days External – 10 Working Days	Internal – HR Website External – Newspaper and other online media required.	Minimum of 3
Temporary Staff	Not Required	Not required	Not required

B. Search Committee

1. The hiring supervisor and search committee reviews the Salt Lake Community College Hiring Handbook and the Hiring Personnel policy provided by Human Resources before conducting a search for a new employee. It is the responsibility of the hiring supervisor to make decisions on employment matters in accordance with policies and procedures established by Salt Lake Community College and convey the policies and procedures to the search committee. The hiring supervisor will schedule a meeting with the search committee and Human Resources prior to the position closing to give instructions, discuss process, and answer any questions. Anyone involved with the search process should report to Human Resources any violations that may occur under this procedure.
2. Committee members may include faculty members, and members providing diversity in perspective, experience, and areas of the College, i.e., Student Services, Business Services, PACs, students, administrators, etc.

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- a. For faculty positions, the Associate Dean as co-chair in collaboration with the department faculty members selects an additional co-chair from the department faculty, an additional faculty committee member from the department and additional member(s) of the search committee (Adjustments will need to be made in departments where there are no or a very limited number full-time faculty members). Members of the search committee, led by the Associate Dean and committee co-chair, will ensure the process is fair as outlined in the Affirmative Action Plan.
- b. For Staff or Administrative positions, Hiring Supervisors may appoint a committee chair to lead the search committee process or may choose to chair the committee.

C. Screening

1. The search committee meets to develop the evaluation and ranking form based on the position announcement requirements. The committee also determines questions and develops a form for the interview(s) based on the position announcement. This committee discusses other evaluation activities as appropriate for the position, e.g., teaching demonstration and other assessment tools. Human Resources approve forms and evaluation activities prior to committee evaluations and interviews.
2. For positions with a closing date, no late applications will be accepted by the College.
3. For positions "Open Until Filled," a priority review date is listed. The search committee may review applications received after the priority review date at its discretion.
4. The committee chair and one other search committee member independently screen all applicants for minimum qualifications. For the applicants who are no longer under consideration, the hiring supervisor updates the applicant system. The system will e-mail the applicant the decision.
5. The search committee members independently score applications meeting minimum qualifications for screening criteria and preferred qualifications. After independently screening, the committee convenes and compiles the screening form numbers. At that time the committee can discuss variability in individual screening results. Applicants to be interviewed are based on ranking. The

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committee interviews the top ranking applicants. Veteran's preference points must be given for qualified veterans (please see hiring handbook).

D. Interview and Selection

1. Applicants are interviewed in person, by telephone, or by technological means. Interviews are scored using predetermined criteria. During the interview, the committee asks the same agreed-upon questions to each applicant and are free to ask appropriate follow-up questions.
2. For Faculty: Following the interview of the search committee, a minimum of 3 applicants (With approval of the Dean and Human Resources, the committee may forward less than 3 names based upon the strength of the applicant pool.) will perform a teaching demonstration and may be required to participate in other assessment activities arranged by the searching committee. The Dean attends the teaching demonstration. After the teaching demonstration, the Dean will conduct an interview with the applicant. After the interview by the Dean, the Dean will call a meeting with the search committee to discuss the search committee's evaluations of the applicants. The Dean selects the final candidate to hire.
3. For Staff: After interview, the search committee will forward a minimum of 3 names (With approval of the hiring supervisor and Human Resources, the committee may forward less than 3 names based upon the strength of the applicant pool) to the hiring supervisor for the second interview. Names will be forwarded in alphabetical order. If the hiring supervisor is a member of the search committee, only one interview may be required. The hiring supervisor conducts a final interview and selects the final candidate to hire.
4. With Cabinet member approval, finalists may be asked to further interview with appropriate constituent groups.
5. Following selection of the candidate, all paperwork will be returned to Human Resources.
6. Reference checks must be completed on the finalist for all positions by the hiring supervisor. Questions will be directly related to legitimate hiring criteria (see Hiring Handbook). The refusal of an applicant to permit such checks may be considered as a factor in the hiring decision.
7. The hiring supervisor will review the employment application to detect if any employment of relatives, international sponsorship, or criminal background

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disclosure exists, the hiring supervisor will contact the Human Resources Office and receive advice and approval on how to proceed prior to making a decision.

8. Criminal background checks are required on all full-time positions. Criminal background checks are conducted through the SLCC Human Resources Office.
9. For Faculty: The Associate Dean completes the Faculty Placement Form and submits it along with official SLCC employment application, official transcripts, resume or CV, and letters of reference to the Human Resources Office. These documents become part of the employee's permanent personnel file. Human Resources verifies and authorizes salary on the Faculty Placement Form prior to any offer being made. Signatures are obtained by the Associate Dean on the Faculty Placement Form after verification and authorization of salary by Human Resources.
10. For Staff: The hiring supervisor will work with Human Resources to determine the salary.
11. The hiring supervisor must receive approval from Human Resources prior to making the employment offer. Human Resources will not consider the paperwork complete without official transcripts, reference checks and completed criminal background checks.

K. Making the Offer

1. For Faculty: The Dean makes the offer of appointment to the successful candidate.
2. For Staff: Human Resources will generate a contingent offer letter for the hiring supervisor to extend to the final candidate.
3. If the first candidate refuses the position, a job offer can be made to the next candidate after all prerequisites have been met. If all applicants refuse the position, the hiring supervisor may have the committee reconvene to continue interviewing by rank or to re-open the position.
4. The hiring supervisor notifies Human Resources of the accepted offer.

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L. Initial Employment

1. The hire date for new employees is normally the first or the sixteenth of the month. New employees are required to complete the New Employee On-line Orientation on the Human Resources web site. New employees will complete all training requirements.
2. Paperwork to be submitted by the hiring department to the Human Resources Office for new staff employees includes the following:
 - a. Personnel Action Form (PAF)
 - b. Signed application
 - c. Conditions of Employment form
 - d. New Employee Orientation Checklist
 - e. Official Transcripts (if required)
 - f. I-9 (Federal law)
 - g. W-4
3. Official transcripts are scanned into personnel files by Human Resources and a copy kept in the hiring department.
4. Applicants, who receive a second interview but who are not selected are notified by the hiring supervisor that they are no longer under consideration.

M. Temporary Appointments

As the need arises, and funding is available, a temporary appointment may be offered to a qualified individual by the hiring supervisor, after receiving approval through the requisition process and Human Resources. Temporary appointments may be made up to one year. The President may approve an extension beyond one year as needed.

IV. PROCEDURE FOR PART-TIME ADJUNCT FACULTY AND PART-TIME EMPLOYEES

- A. It is the responsibility of the hiring supervisor to ensure budget is available prior to hiring a part-time employee.
- B. All part-time positions will be posted on the Human Resources website and as needed, advertised on other recruitment sites, local newspapers, etc. The Associate Dean should collaborate with department faculty in the adjunct hiring process.

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- C. Applicants will be required to fill out an SLCC employment application on-line.
- D. With prior approval of Human Resources, a department may work with placement agencies which provide for the placement of employees without notification of openings.
- E. The hiring supervisor interviews applicants and makes a selection. (At the hiring supervisor's discretion, a committee approach may be used.)
 - 1. If the applicant is an international student, please see the On Campus Employment for International Students located at <http://www.slcc.edu/hr/employment.asp>.
 - 2. If the applicant is a relative, follow the "Employment of Relatives" policy and procedure at <http://vwww.slcc.edu/policies/docs/c2s02-03.pdf> and the form: http://www.slcc.edu/hr/docs/Employment_of_Relatives_final.pdf prior to offering the job.
- F. Reference checks should be completed on all applicants to be hired prior to job offer. Where the applicant has disclosed a criminal conviction on their application or in their interview, the hiring supervisor will contact the Human Resources Office and receive advice and approval on how to proceed prior to making a decision. Criminal background checks may be required on selected positions.
- G. The hiring supervisor will make the job offer to the selected applicant following the appropriate hourly rate schedule. Offers that are not in line with the hourly rate schedule in either title or rate of pay will not be honored by the College.
- H. Applicants who are not selected for employment are notified by the hiring supervisor that they are no longer under consideration through the applicant system or other communication.
- I. The hiring supervisor determines the start date and notifies the new employee to complete the New Employee On-line Orientation on the Human Resources website. New employees will complete all training requirements. Paperwork needs to be submitted to the Human Resources Office within two working days for new part-time employees, including the following:
 - 1. Personnel Action Form (PAF)
 - 2. Signed employment application

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3. New Employee Orientation Checklist
4. W-4 (federal form)
5. I-9 (Federal form) is due to the Human Resources Office no later than the second working day.
6. For adjunct positions, applicants must provide official transcripts to their Associate Dean within 30 days of hire. A copy will be kept in the department and the original will be forwarded to the Human Resources Office for the employee's personnel file.